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## Deputy Superintendent Resume

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### Job Objective

Looking to help the company through my years of experience as Deputy Superintendent.

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### Highlights of Qualifications:

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- Huge knowledge of Federal, State and Tribal Laws
  - Deep knowledge of Authorities of State and Federal Agencies
  - Familiarity with general principles of organization and administration
  - Ability to think strategically and pay attention to details
  - Ability to organize facts and present information in concise and logical manner
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### Professional Experience:

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Deputy Superintendent  
BP America Inc., Beltsville, VA  
September 2006 – Till Date

- Administered Division of Instruction, Human Resources, Support Services and Finance.
- Imparted oversight across District divisions.
- Aided Superintendent and imparted technical information.
- Monitored administration and coordinated with members of the School Board.
- Acted as member of Superintendent's cabinet.
- Established district budget and analyzed direct reports.

Deputy Superintendent  
NYC Department of Education, Beltsville, VA  
March 2001 – August 2006

- Assisted Network leaders and managed analysis of data.
  - Coordinated with School Support Specialist Team members.
  - Monitored delivery of professional development.
  - Managed collaborations with Office of Mental Health.
  - Aided Network Leaders and Department of Education educators.
  - Supervised Division of Portfolio Planning.
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### Education:

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Bachelor's Degree in Special Education  
Kaskaskia College, Centralia, IL

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