
Education Coordinator Resume

Job Objective

Seeking a challenging position as an Education Coordinator where my skills and knowledge will add value to organization.

Highlights of Qualifications:

- Substantial experience in education planning and teaching
- Good knowledge of pediatrics and adult teaching techniques
- Profound knowledge of acute care nursing practices
- Solid understanding of principles of curriculum development
- Extreme ability to understand labor unions and leaders
- Sound ability to use event planning and management principles

Professional Experience:

Education Coordinator
Georgia Gwinnett College – Lawrenceville, GA
August 2012 – Present

Responsibilities:

- Supported educational programming and budget activities.
- Analyzed PO requisitions and implemented program marketing.
- Provided assistance in website advertising and traditional marketing.
- Managed venue selection and revenue recognition tasks.
- Assisted in revenue reconciliation and prepared unit development plans.
- Resolved queries of clinical department and referral sources.

Education Coordinator
Needham Public Schools – Needham, MA
May 2009 – July 2012

Responsibilities:

- Provided assistance in hospital sponsored events and local organizations.
- Implemented unit advertising using community services.
- Assisted in referral intake systems and education programs.
- Created training program content and executed equipment requirements.
- Conducted logistics arrangements relating to educational programs.
- Participated in reconciliation of billing statements.

Education:

Master's Degree in Special Education
US Army War College, Carlisle, PA

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