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## Education Coordinator Resume

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### Job Objective

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

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### 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
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### Professional Experience:

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

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### 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

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### 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.
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### Education:

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

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