
EDUCATION OFFICER RESUME

Career Objective:

Education Officer seeking position with organization that has the potential for career growth possibilities.

Summary of Qualifications:

- Extensive teaching experience in schools and community settings
 - Profound knowledge of delivering education programs
 - In-depth knowledge of the principles of adult education
 - Proficient with Microsoft Excel and Word applications
 - Ability to communicate well with, children and adults of all ages and backgrounds
 - Excellent communication, administrative and organizational skills
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Work Experience:

Education Officer, August 2005 – Present
Argosy University, Garner, NC

- Provided teaching services for schools and other groups.
- Ensured that the Education Service maintains standards of quality and performance.
- Achieved targets and implemented the Education Policy.
- Provided educational advice in the development and preparation of interactive learning developments.
- Participated in programs for the training and development of staff.
- Attended the Education Advisory Panel and worked as required with the Panel.
- Ensured the maintenance and security of educational equipment and material.

Education Officer, May 2000 – July 2005
Capita Education Resourcing, Garner, NC

- Developed, coordinated and contributed to educational activity and delivered program.
 - Carried out the administrative and communication tasks associated with educational activity and delivery program.
 - Assisted with fundraising for the educational program, projects and events.
 - Identified and developed online education opportunities.
 - Prepared and distributed education newsletters.
 - Developed and implemented a mentoring program.
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Education:

Bachelor's Degree in Education, Connors State College, Warner, OK

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