
Education Services Specialist Resume

Job Objective

Looking for work with your company as an Education Services Specialist in the field to help further the company as well as my own experience

Highlights of Qualifications:

- Remarkable experience in supervision
 - Huge knowledge of education and training theories
 - Amazing ability to understand English language
 - Outstanding ability to make independent decisions
 - Superior leadership and communication skills
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Professional Experience:

Education Services Specialist
Department Of The Navy, San Diego, CA
May 2006 – Present

- Outlined educational needs of installation personnel.
- Coordinated with host command.
- Bargained with various colleges and universities.
- Reviewed contract performance and coordinated staff.
- Carried out educational briefings.
- Collaborated with Education Services Officers and commanding officers.

Education Services Specialist
Federal Government Jobs, San Diego, CA
March 2003 – April 2006

- Imparted individual career, academic and force development counseling.
 - Acted as technical expert.
 - Carried out outreach and customer services duties.
 - Managed reports, testing and special projects.
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Education:

Bachelor's Degree in Education
Ottawa University, Kansas City, KS
Master's Degree in Education
Augusta State University, Augusta, GA

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