
Education Specialist Resume

Job Objective

To acquire a position as an Education Specialist that allows me to use my abilities to enhance and grow with the company

Highlights of Qualifications:

- Remarkable experience in educational and training environment
 - Huge knowledge of authoring tools and MS Office
 - Deep knowledge of formulating lesson plans
 - Familiarity with computers and data entry systems
 - Superior communication skills
 - Solid project management and organizational skills
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Professional Experience:

Education Specialist
Suffolk Construction, Elmsford, NJ
May 2006 – Present

- Established training materials for classroom.
- Carried out needs assessments.
- Transformed business unit policies into training materials.
- Coordinated with business units and subject matter experts.
- Administered course projects and training programs.

Education Specialist
Appleton Learning, Elmsford, NJ
March 2003 – April 2006

- Enforced company's programs and assisted program managers.
 - Supervised testing and diagnostic tools.
 - Evaluated testing data and outlined learning plans.
 - Outlined Curriculums and supplemental materials.
 - Scrutinized programs and recognized opportunities.
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Education:

Bachelor's Degree in Education
Chestnut Hill College, Philadelphia, PA

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