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## Education Support Resume

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### Job Objective

Seeking a position as Education Support in highly reputed and professional organization.

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### Summary of Qualifications:

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- Sound knowledge of working in a school and office environment and in monitoring budgets and expenditures
  - Immense ability to apply academic counseling techniques and practices
  - Excellent ability to manage educational programs and contracts
  - Profound knowledge of Standard office management techniques
  - Thorough knowledge of record keeping and filing systems
  - Excellent oral and written communication skills
  - Effective multi-tasking and time management skills
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### Work Experience:

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Education Support, August 2005 – Present  
White, Inc., Carlsbad, CA

- Monitored and examined the educational progress of current students and supported them.
- Worked with parents, students and faculty to understand the root of students' academic struggles.
- Connected students with other appropriate resources to support their learning.
- Worked with students to understand their learning profile.
- Guided families in scheduling neuro-psych testing when recommended by the school.
- Worked with teachers to provide needed supports and accommodations to maximize learning for all students.
- Assisted students with diagnosed learning disabilities in securing accommodations on standardized exams.

Education Support, May 2000 – July 2005  
Nitro Corporation, Carlsbad, CA

- Provided a positive environment to encourage students to involve in the learning process.
  - Collaborated with peers to improve the instructional environment.
  - Maintained and created working relationships with students, parents and professional community.
  - Participated in professional community trainings and presentations.
  - Maintained effective and efficient records.
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### Education:

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Bachelor of Arts in Special Education, Marietta College, Ohio, OH

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