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## Educational Administrator Resume

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### Job Objective

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Looking for an Educational Administrator position within your organization on a full time basis to also help the organization with my experience.

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### Summary of Qualifications:

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- Remarkable experience with administration of the school practices and programs
  - Good understanding of procurement process, budgeting cycles, and funding sources for student management systems
  - Ability to conduct high-quality assessments that are valid and reliable for all students
  - Ability to provide targeted supplemental support to staff, parents and students
  - Ability to plan, organize and schedule work activities
  - Ability to work in a multicultural environment
  - Profound knowledge of the various orientations required by the school
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### Work Experience:

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Educational Administrator, November 2007 – Present  
Scholastic, New Brunswick, NJ

- Researched the various practices and assessments of the content areas and students populations being carried in local, national and the international market.
- Assisted the network and the cluster teams to improve the classroom practices.
- Developed practices that are best in the network schools and helped in implementing the same.

Educational Administrator, December 2001 – October 2007  
Newpoint Management, LLC, New Brunswick, NJ

- Participated in the various committees and the academic boards.
  - Coordinated with the administrative staff and students.
  - Administered the budget and maintained the expenditure within the allocated budget.
  - Maintained the course to achieve the highest quality, regularly evaluated the course procedure to ensure smooth functioning.
  - Drafted the policies and regulations of the schools, helped in the implementation.
  - Assisted in the marketing activities, human resources and public relations of the school.
  - Provided the necessary support to the lecturers, tutors and various teachers for increasing their efficiency.
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### Education:

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Bachelor's Degree in Education, Northland Pioneer College, Holbrook, AZ

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