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## Instructional Coordinator Resume

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### Job Objective

To obtain an Instructional Coordinator position that fully utilizes my experience and abilities.

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### Work Experience:

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Instructional Coordinator, May 2004 – Present  
Yahoo, Miami, FL

- Researched, evaluated, and prepared recommendations on curricula, instructional methods, and materials for education programs.
- Organized and designed curriculum materials for each students.
- Coordinated children's progress and determined priorities for children and resource needs with parents and teachers.
- Observed work of teaching staff to evaluate performance, and recommended changes to strengthen teaching skills.
- Coordinated in promoting the intellectual, social, and physical welfare programs of students.
- Planned and conducted teacher training programs and conferences.

Instructional Coordinator, March 2002 – April 2004  
Cannon,inc., Miami, FL

- Coordinated in curriculum development, use of materials and equipment with compliance to state and federal programs and procedures.
  - Recommended instructional materials and visual aids for student educational needs.
  - Observed and evaluated students' performance and development.
  - Developed classroom-based and distance learning training courses, using needs assessments and skill level analyses.
  - Coordinated in promoting the intellectual, social, and physical welfare program of students.
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### Summary of Qualifications:

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- Remarkable experience in urban school setting, including central office and after school management
  - In-depth knowledge curriculum and teaching design related standards and techniques
  - Thorough knowledge the structure and content of the English language
  - Good knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications
  - Proficient in Microsoft Excel, Outlook, and Word
  - Excellent communication and interpersonal skills
  - Excellent organizational skills
  - Great ability to interpret spoken and written information
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### Education:

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Bachelor of Arts in English Education, Tennessee Wesleyan College, Tennessee, TN

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