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## Literacy Coordinator Resume

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### Job Objective

Seeking a Literacy Coordinator position in a stable company where I can use my skills to benefit the company.

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### Work Experience:

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Literacy Coordinator, May 2004 – Present  
Max, Boca Raton, FL

- Monitored instructional models and common practices.
- Developed and implemented assessment systems.
- Developed and oversaw curriculum.
- Maintained accurate tutor and student records.
- Submitted required reports and monthly data in a timely way.
- Developed new program initiatives to meet the needs of students.

Literacy Coordinator, March 2002 – April 2004  
Mciro,inc., Boca Raton, FL

- Lead and supported literacy across disciplines.
  - Collaborated with principals in the hiring of new faculty.
  - Co-facilitated program evaluation and improvement planning.
  - Established, monitored and reviewed strategies to assist students and teachers in the implementation of the literacy programs.
  - Monitored educational progress of all students in regard to literacy skills and programs.
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### Summary of Qualifications:

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- Profound knowledge of developing educational learning materials for students and teachers
  - Sound knowledge of developing and conducting workshop and training programs for teachers
  - In-depth knowledge of academic and content knowledge
  - Ability to Communicate clearly and concisely with individuals of various backgrounds
  - Excellent understanding of teaching methodologies, curriculum and teachers training
  - Proficient with computer programs (MS Office, Excel and internet)
  - Ability to work independently and as part of a team
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### Education:

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Bachelor's Degree in Education, Philander Smith College, Arkansas, AR

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