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# PRINCIPAL RESUME

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## Summary:

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A very firm and educationally acclaimed Principal whose duties are to manage school policies and regulations, discipline students, establish code of ethics and promote high quality learning standards and atmosphere; acts as an adviser, disciplinarian, and teacher

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## Professional Experience:

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Principal January 2006 – Present  
Holy Trinity High School, Chicago, IL

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## Responsibilities:

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- Promoted higher learning standards and developments of students and staffs.
- Carried on and developed appropriate clear procedures for the operation of the school.
- Formulated a clear mission-vision of the school and abided by it.
- Supervised staffs in handling classes, lesson plans, and classroom management.
- Acted as an instructional leader to maintain high quality of learning and working atmosphere.
- Promoted standard procedures in the selection of learning materials, equipment, and evaluation process.

Assistant Principal May 2004 – December 2006  
Holy Trinity High School, Chicago, IL

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## Responsibilities:

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- Organized and supervised campus events and programs.
- Took part in the counseling and disciplinary actions to the students.
- Collaborated with administrators to come up with quality teachers' programs.
- Conducted interviews and hired new teachers and staffs.
- Initiated in the developments of the school curricula.
- Established student-teacher policies like code of ethics.

High School Teacher February 1999 – May 2004  
Holy Trinity High School, Chicago, IL

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## Responsibilities:

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Assistant Principal May 2004 – December 2006  
Holy Trinity High School, Chicago, IL

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## Education:

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Masters Degree in Education, Rice University, 1999  
Bachelor of Science in Education, Rice University, 1994

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## Skills:

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- Have excellent communication and written skills in English
  - Proficient in computer skills
  - Has good leadership and efficient management abilities
  - Has an appropriate delegation of tasks/Responsibilities to staffs
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## Awards and Affiliations:

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International Association of Principals, Member

National Principals Organization, Member

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