

# SCHOOL ADMINISTRATOR RESUME

## Summary:

A top caliber professional with extensive background in the operation of elementary schools; has a broad network in the same field to develop partnerships with businesses, communities, and other organizations to help meet school objectives and agendas; a people person that has the drive and sustains programs of school teachers, administrators, support staff, and volunteers alike; has collaboration with the school board to further develop curriculum standards, implement mission statements, and set performance goals; has managed and fully allocated school funding for school staff, education supplies, and school equipment

## Professional Experience:

### Responsibilities:

- Coordinated with the school staff in maintaining order within the school grounds
- Supervised counseling programs to students to enhance their school and personal well being
- Encouraged and Influenced volunteers and staff to participate in providing technical and advisory assistance for school programs
- Prepared budget request or grant proposal recommendations for school projects and enhancement projects
- Took charge of maintaining and overseeing school maintenance services

High School Teacher May 2004 – December 2006  
St Thomas Aquinas School, New Hampshire

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High School Teacher May 2004 – December 2006  
St Thomas Aquinas School, New Hampshire

## Education:

Masters Degree in Education, University of Iowa, 1999  
Bachelors Degree in Education, Rockefeller University, 1994

## Skills:

- Team player and excellent multi-tasker
- Excellent English written communication skills
- Above average comprehension and proofreading skills
- Excellent leadership and organizational skills
- Proficient in Microsoft Office

## Awards and Affiliations:

American Society of School Teachers, Member  
Association of School Administrators, Member

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