
Transition Manager Resume

Job Objective

Long time Transition Manager seeks position with your company where I can work with others who have the same drive and integrity that I would bring to the job.

Highlights of Qualifications:

- Huge experience in developing and evaluating programs for school children and parents
 - Exceptional knowledge of disabilities
 - Deep knowledge of poverty and its various effects
 - Immense ability to assist parents in classroom
 - Ability to work efficiently in a team
 - Skilled to analyze and resolve all problems
 - Familiarity in transition and changing policies
 - Proficient in assisting for admissions and retention
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Professional Experience:

Transition Manager

Global Resources Ltd, Teterboro, NJ

October 2008 – Present

- Developed new programs to facilitate retention of students to various two and four year programs.
- Coordinated with institutions and assisted in explaining high school curriculum and quality of education provided.
- Generated financial aid for students and parents and prepared seminars for interviews and college.
- Scheduled timeline and tested various application forms.
- Initiated post secondary tours with help from activities director.
- Maintained good relations with industries and various businesses, assisted in job placement.
- Prepared transition programs for various students.
- Organized and managed various alumni events and activities for students.

Transition Supervisor

Kutir Inc, Teterboro, NJ

August 2003 – September 2008

- Planned transition programs and analyzed all reports by performing research.
- Reviewed transition process and provided consulting to all medical planning services.
- Coordinated between staff and parents and ensured continuation of all transition programs.
- Ensured completion of all transfer records with transition of students in programs.
- Facilitated training programs for parents to understand various curriculums.
- Monitored implementation of all policies and procedures by staff in various programs.

Transition Specialist

GEO Group, Teterboro, NJ

May 1998 – July 2003

- Developed transitions program for district with assistance from teachers.
 - Coordinated with employers and assisted in gaining a secure training site.
 - Assisted teachers and identified transition needs of students.
 - Evaluated program effectiveness through regular tests.
 - Ensured district rules compliance in developing occupational courses.
 - Prepared transition activities for parents.
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Education:

Bachelor's Degree in Computer Science

Nova Southeastern University, Fort Lauderdale, FL

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