

CLIENT B. NEW RESUME

Street Address • City, ST Zip • phone • email@address.com

OBJECTIVE

Commit my graduate degrees and 10 years of education management experience to advancing the quality, diversity, and merit of academics, services, outreach, and relations for State University as Dean of Extended Learning. History proves programs, retention, and outcomes increase when I lead.

PROFESSIONAL HIGHLIGHTS

Ten years of advanced education management and technological leadership includes:

- Managing \$400,00 budget, over 500 college students, and multiple executives, and faculty and staff as Academic Dean and Dean of Student Services
- Developing online and on-site student learning centers for 2 state college campuses
- Being selected from 500 teachers to create ESL curriculum for over 50,000 K-8 students at 60 City public schools that has been adopted as model by three states to-date.
- Major leadership, teaching, and technological achievements advancing at-risk, financially challenged, and international adult, K-12, and undergraduate students
- Masters of Arts in Education, Private University, City, ST

EDUCATION MANAGEMENT POSITIONS

DEAN OF STUDENTS, *Major College*, City, ST

2010

- Achieved over 90% student retention as instructor and led campus to 80% filling of online seats
- Managed \$400,000 operations budget and all human resources duties related to student affairs
- Led and fulfilled executive duties in assessing and delivering support services to over 500 students
- Collaborated with multiple deans and administrators at 18 Major College system campuses
- Managed budget, business operations, human resources, and executive duties for 3 departments

ACADEMIC DEAN, *Major College*, City, ST

2009 – 2010

- Initiated, developed, and managed new online learning center serving over 10,000 students
- Advised Campus Director daily and coordinated academic scheduling committee meetings
- Achieved campus-wide online student retention rate of over 80%
- Recruited into position by Major College professor
- Supervised 7 full-time and 30 adjunct instructors

INSTRUCTOR & LEARNING CENTER CHAIR, *Technical College*, City, ST

2007 – 2009

- Led advancement programs and taught: English Composition, Basic English, and Women's Literature
- Chaired development of TRIO Project and authored 80 page grant application for \$350,000
- Recruited and supervised 3 full-time instructors and 3 volunteers with less than \$3,000
- Initiated and strategized development of new learning center; grant pending

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EDUCATION MANAGEMENT POSITIONS (continued)

- CURRICULUM COORDINATOR & ESL INSTRUCTOR**, *City Public Schools*, City, ST 2000 – 2007
- Wrote new curriculum servicing 50,000 ESL students and adopted by CA, MN, and WI as model
 - Selected from 500 ESL instructors as top curriculum development advisory and committee chair
 - Supervised 4 pre-service instructors from Private University
 - Mentored 2 first-year teachers at Worldwide Cultures School

ADDITIONAL TEACHING EXPERIENCE

Numerous international and specialty positions have been held simultaneously with the full-time instruction and administrative positions. The results and experience further establish my ability and passion to perform.

- ESL INSTRUCTOR**, *Internship Center*, City, ST 2000 – 2007
- ADJUNCT INSTRUCTOR**, *Overseas Academy*, City, ST 2006 – 2007
- ESL INSTRUCTOR**, *International Academy/LEAP*, City, ST 1998 – 2004

DEGREES & CERTIFICATIONS

Advanced degrees confirm my comprehensive understanding of the education principles, strategies, and theories required to lead any academic department. Experiential training and achievements prove my ability to make them function effectively.

- DOCTOR OF EDUCATION**, University, City, ST Expected 2011
Emphasis: Higher Education and Organizational Change
- CAREER AND TECHNICAL EDUCATION CERTIFICATION** 2009
University, City, ST
- MASTER OF ARTS, EDUCATION**, University, City, ST 2002
Emphasis: English as a Second Language
- TEACHER CERTIFICATION**, State Department of Education, City, ST 2000
Specialty: At-risk and ESL students
- BACHELOR OF ARTS, ENGLISH**, Private College, City, ST 1997
Emphasis: Writing and Speaking

PRESENTATIONS, PUBLICATIONS, & PAPERS

- “Retention Strategies” 2009
Presenter at Literacy State Conference, City, ST
- “Classroom for Student Mothers” 2009
Published in Empowering Women from Education
- Embedded Culture into the Social Studies Curriculum 2006
Book and DVD authored for City Public Schools ELL Department, City, ST
- “Changing Views of Educational Expectations” 2005
Paper presented at Annual National Conference, City, ST

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PROFESSIONAL REFERENCES

FIRST LAST, PH.D.

Past Campus Director

College

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President

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FIRST LAST, PH.D.

Vice President Academic Affairs

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