NAME **SURNAME**

JOB TITLE

Experienced and results-driven Education Director with a proven track record of implementing innovative educational programs and driving academic excellence. Adept at strategic planning, team leadership, and fostering collaborative learning environments. Committed to enhancing student success, staff development, and overall institutional growth.

+ 1 222 222 222 | Name.sn@email.co | NY, USA

LANGUAGES

English | Spanish | French

EDUCATION

20XX - 20XX
NY, USA

BA Education
NYU

20XX - 20XX
NY, USA

High School Diploma
NYU

SKILLS

• Excel • Word • Outlook • Google Drive • Power Point • Team Work • Leadership • Responsibility • Empathy • Stress Management • Creativity

PROFESSIONAL EXPERIENCE

Nov. 20XX – Jul. 20XX
NY, USA

DIRECTOR OF ACADEMIC AFFAIRS
ABC University

- Implemented data-driven strategies, resulting in a 15% improvement in student retention rates over two academic years.
- Led a team of academic advisors, implementing professional development programs. that increased their effectiveness in supporting student academic progress.

Nov. 20XX – Jul. 20XX
NY, USA

PRINCIPAL
XYZ High School

- Oversaw the day-to-day operations of a high school with over 1,200 students, managing a diverse staff of teachers and administrators.
- Implemented a comprehensive teacher training program, resulting in a 20% increase in student performance on standardized tests.

Nov. 20XX – Jul. 20XX
NY, USA

CURRICULUM DEVELOPMENT SPECIALIST
DEF Educational Consulting

- Collaborated with school districts to assess curriculum needs and develop programs.
- Designed and implemented a STEM curriculum for a K-12 school district, resulting in a 30% increase in student engagement in STEM-related activities.