

CLIENT NAME

123 Anywhere
Any town, USA

123-456-7892
client-name@yahoo.com

SCHOOL ADMINISTRATOR

Master of Education – Sergeant Major (JROTC) – Online Instructor

- ▷ Consistently recognized, top-performing Educator with over 26-years' teaching experience and an innate ability to strategically fulfill teaching goals and objectives. A collaborative leader skilled in mentoring, mobilizing, and directing students and colleagues in line with institutional policies and procedure; proven record of architecting and accelerating growth of academic programs. Responsible for designing curriculum and delivering instruction in history, government, leadership, physical fitness, marksmanship, military law (UCMJ), as well as drill and ceremony in the Junior Reserve Officer Training Corps (JROTC).
- ▷ Strong work ethic and track record of successful achievements in leadership and instructional positions including four years of instructional experience at the University of California at Berkeley and two years at the United States Military Academy at West Point. High level of integrity and optimism with a history of developing long-lasting collaborative relationships based on a foundation of trust, integrity, and outstanding moral acumen.

Educational Development Qualifications

- Classroom Instruction
- Lecture Planning & Execution
- Student Evaluation/Assessment
- Curriculum Development
- Consultative Expert
- Adaptable & Flexible
- Compassionate Educator
- High-Impact Decision Making
- Conflict Resolution
- Strict Timeline Adherence
- JROTC Instructor
- Microsoft Office Suite
- Exceptional Communicator
- Process Improvements
- Strategic Planning Initiatives
- Operations Management
- Implementation/Execution
- Learning Theories/Methodologies

Professional Teaching Platform

Clark County School District, Las Vegas, NV **1992-Present**
Las Vegas High School, 1999-Present
Bonanza High School, 1992-1999

University of California at Berkeley, Berkeley, CA **1988-1992**

INSTRUCTOR/TEACHER

Strategic Educational Planning & Execution

- ▷ **Chief advisor, teacher, counselor, trainer, evaluator and mentor** for the freshmen class in the Military Science Department at the University of California, Berkeley. With Clark County School District, held the position of Principle classroom teacher for 100 to 110 high school students in the Junior Reserve Officer Training Corps (JROTC) and Special Teams Coach for the Marksmanship and three Drill Teams.

Counseling/Advising

- ▷ **Over 26 years of trusted counseling**, mentoring and advising youths on a variety of academic and social issues.

Curriculum Design & Implementation

- ▷ **Evaluate current curriculum, identify learning gaps and create solutions** through modified curriculum proposals. Process to develop instructional teaching plans relies on core principles of student perception, aptitude, or potential to perceive, understand and execute instructions.

Learning Assessment, Analysis, Design & Implementation

- ▷ **Collaborate with students and administrative staff** to conduct academic needs analysis and design appropriate curriculum in accordance with accepted policies and procedures to address those needs.

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Learning & Delivery Methodologies

▷ **Diligently and systematically** create, develop, improve and deliver various techniques and materials to help structure the overall learning experience.

Technology/Systems

▷ **Principle technology consultant and trainer** for both students and staff within the department. Also served as Property Book Custodian/Logistical Specialist.

Accommodations/Awards

▷ **Proud recipient of:** The army accommodation award third award for instructional excellence; and The army meritorious service medal for continued and outstanding devotion to duty

Education

DOCTOR OF EDUCATION, TEACHER LEADERSHIP (IN PROGRESS)

Walden University, Minneapolis, MN; GPA 3.86

MASTER OF ARTS, ADMINISTRATION AND SUPERVISION

University of Phoenix, Las Vegas, NV; GPA 4.0

MASTER OF ARTS IN EDUCATION, CURRICULUM AND INSTRUCTION

University of Phoenix, Las Vegas, NV; GPA 4.0

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

University of Phoenix, Las Vegas, NV; GPA 3.36

Licenses & Training

SCHOOL ADMINISTRATOR

University of Phoenix, Las Vegas, NV, 2010

TEACHER

Clark County School District, Las Vegas, NV, 1992

INDIVIDUAL AND SMALL BUSINESS TAX PREPARER

H&R Block School of Taxation, Alameda, CA, 1992

Training: Understanding the Juvenile Justice system, Clark County School District; Classroom Management, United States Army Cadet Command; contemporary American Education/Dynamic Teaching, United States Army Cadet Command; Clark County School District Administrator Training, Clark County School District; Online Absence Reporting, Clark County School District; and Summer School Database Training, Clark County School District.

Community Contributions

VOLUNTEER JROTC INSTRUCTOR/EVENT SUPERVISOR

Clark County School District, Las Vegas, NV, 1992-Present

VOLUNTEER DEAN'S DISCIPLINE DETAIL

Las Vegas High School, Las Vegas, NV, 2010-Present

VOLUNTEER DEAN IN TRAINING

Spring Valley High School, Las Vegas, NV, 2009

CLUB ADVISOR, BLACK STUDENT UNION

Las Vegas High School, Las Vegas, NV, 2002-2004