
Academic Supervisor Resume

Job Objective

To obtain Academic Supervisor position in a highly established firm that will help to enhance my career, utilizing years of experience in the field to also help your company.

Highlights of Qualifications:

- Vast supervisory, and academic teaching experience in an elementary school system
 - Skilled in curriculum designing, Student development and personnel evaluation
 - Superior people management, relationship-building and problem resolution skills
 - Excellent written and verbal communication skills
 - Immense ability to supervise and motivate students
 - Exceptional ability and to work collaboratively across departments to influence and achieve results
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Professional Experience:

Academic Supervisor, August 2005 to till date
Bernard Hodes Group, Oakland, CA

- Provided leadership in preparation of the K-12 instructional programs.
- Implemented district's in-service education program for the instructional staff and recommended teacher attendance.
- Maintained a curriculum reference library for the use of the staff.
- Coordinated with dean and teachers to prepare a common file of community resources to improve the instructional program.
- Provided various instructional materials, textbooks and curriculum guides to the staff samples.
- Communicated with all department members, and directors for coordination and implementation of the district curriculum.

Academic Supervisor, June 2002 to July 2005
DeVry, Oakland, CA

- Provided guidance to the student in organizing a supervisory committee.
 - Handled meetings of the committee as needed and arbitrated decisions of the committee.
 - Encouraged and assisted the student to attend conferences and meetings in their field of study.
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Education:

Bachelor's Degree in Education Administration, Kendall College, Evanston, IL

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