**Education Administration Resume Template**

**Bill Washington**

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**Objective:**

To achieve a good position in an education-based established firm

**Summary of Qualifications:**

* Proven track record of staff evaluations, sound budgeting, and student disciplinary actions.
* Performed behavioral management and pastoral care of class and homeroom groups.

**Achievements:**

* English Teacher of the year, 2001 & 2002.
* Award for Excellence in Teaching, 2001

**Career Experience/ Job History:**

2003-Present

St. Peter’s High School, Hawaii, US

Vice Principal,

* Assist the principal with all staffs.
* Assist the principal in observing, evaluating and working through personnel issues with staff.
* Monitor hallways, lunch times, before and after school times. Supervising out of school activities and rotating with other administrators at school events.
* Receive parent complaints proceeding to investigate and help resolve the issues.

2000-2003 Mt. Sinai Area School District, Uniondale, NY

* Attended and constructively contributed in staff meetings.
* Assisted in supervising student breaks.
* Coordinated class activities.

**Education:**

1996-1999

PhD Education Administration, Capella University, NY

1994-1995

M.A Education Administration, New York University

1991-1993

B.A English Education, Capella University

Professional References available upon request.