

## Education Resume Example - Superintendent

**FELICIA FARLOW**  
1614 Adams Street  
North, Nebraska 69xxx  
(308) 123-xxxx

### *Education*

Ph.D. Administration, Curriculum, and Instruction, 19xx  
University of Nebraska-Lincoln  
*Dissertation: Continuing the Learning Curve: Developing Effective In-Service Programs for Secondary Teachers*

Master of Education in Curriculum and Instruction, 19xx  
University of Nebraska-Lincoln

Bachelor of Science in Education, 19xx  
Endorsements: History, Psychology  
William Tell College, Tell, Idaho

Certificate Held:xxx

### *Professional Experience*

*Assistant Superintendent of Schools*, North, Nebraska, 19xx-present

- Oversaw faculty of 75 and staff of 53
- Handled budget, negotiations/salary issues, curricular decisions, and community relations
- Developed in-service strategies for elementary and secondary principals, faculty, and staff

*Principal*, Mull Senior High School, Mull, Nebraska, 19xx-19xx

- Duties included discipline, attendance, class/staff scheduling, and hiring
- Oversaw faculty of 27 and staff of 12

*Teacher*, Plow Senior High School, Plow, Idaho, 19xx-19xx

- Taught American History and World History
- Sponsored "Voice of Democracy" contest

### *Current Professional Service*

*Chair*, Nebraska Committee for Educational In-Service Development, 19xx-present

*Membership Chair*, Gate County Educational Administrators Association, 19xx-present

*Member*, Governor's Task Force for Educational Issues, 19xx-present

### *Professional Presentations*

"Recognizing the Value of In-Service Learning," National Conference in Educational Improvement, Chicago, November, 20xx

"Learning to Recognize the Signs of Burn-out among Teachers," Midwest Conference on Professional Retention, Iowa City, April, 19xx

"Knowing How Far to Push: Administrators Must Learn to Set Boundaries," Nebraska Administrators Annual Conference, Lincoln, September, 19xx

### *Civic Activities*

*Member*, North Chamber of Commerce, 19xx-present

*Member*, North Rotary Club, 19xx-present

*Co-chair*, North "Dollars for Scholars" Fund Drive, 19xx-present

### *Recognition*

Outstanding Young Administrator, Nebraska Commission on Rural Education, 19xx

Member of the Year, Nebraska Women in Educational Administration, 19xx

McDonnell Strength in Scholarship Award, University of Nebraska-Lincoln, 19xx

### *Professional Organizations*

National Association of School Administrators

American Association of Women in Administration

Midwest Association of Superintendents

Nebraska Association of Superintendents

Nebraska Association of Women in Leadership