JOHN DOE

1 Fake Rd., City, XX 00000 | 555.555.5555 | johndoe@gmail.com

EDUCATION CONSULTANT | TEACHER COACH

Highly effective consulting professional with over 13 years of experience utilizing data analysis expertise to promote teacher collaboration, diagnose student learning progress, drive targeted instruction and plan district professional development. Offering an array of skills in measuring student mastery of standards, facilitating staff training, formulating individualized intervention plans and improving student achievement. Proven ability to deliver data that meets stakeholder needs at the student, teacher and district level. Track record of success exceeding goals and deadlines in dynamic environments.

SUMMARY OF QUALIFICATIONS

Data Analysis • Advanced Excel • Modeling • Coaching • Student Achievement • Data Driven Instruction • Data Warehousing
Standards-Based Learning • RTI • Analytic & Interpretation Skills • Training Presentations • Stakeholder Communication

PROFESSIONAL EXPERIENCE

FREELANCE EDUCATION CONSULTANT - DATA ANALYST   2012 – Present
- *Organize pre/post assessment data into visually pleasing format used for **district-level presentations and analysis**.*
- *Break down data by standard to the individual student level to encourage targeted instruction and learning gap analysis.*
- ***Customize data spreadsheets to meet specific needs of teachers, students and departments.***
- *Align student management systems with data files for increased efficiency and quick turnaround to staff.*

FINANCIAL DATA ANALYST – FIXED INCOME CORPORATE ACTIONS | 123 Company, City, XX   2006 – Present
- ***Review and maintain the accuracy of calculations and data on a large database*** *of bonds and preferred stocks.*
- *Establish processes and use various tools in order to prepare and evaluate data to find trends and patterns.*
- *Deal directly with a variety of stakeholders to sustain and update data from filings, reports, news stories and websites.*
- ***Facilitate training and supervise*** *a rotating team of temporary employees for multiple projects.*
- *Act as team leader in collaboration with people in numerous departments in several different offices and countries.*
- *Conduct sales presentations and trainings for clients over the phone, online and in person.*
- *Utilize **exceptional proficiency in Microsoft Excel** to generate original files with advanced formulas and VBA to organize and track our data while also allowing clients to map out calculations on complex bond structures.*
- *Demonstrate unique ability to interpret and create meaningful statistical models from raw data.*
- ***Recognized as "The Product Expert" by my team leader*** *in my yearly evaluation.*

SCHEDULE DEVELOPER – FREELANCE CONSULTANT | XYZ School District, City, XX   2015
- ***Built intricate Excel-based teacher/class schedules for K-8 school district*** *that allowed employees to easily track and update their individual schedules from a master file.*
- *Ensured schedule accuracy and was able to resolve all conflicts in a timely manner.*

MATHEMATICS TEACHER – SOCCER COACH | AAA High School, City, XX   2003 – 2006
- *Provided **data-driven instruction** that increased student achievement and engagement on a daily basis.*
- *Served on committee to unpack the Math standards as a way to enhance and target instruction.*
- *Prepared students for upcoming state assessments with rigorous instruction and higher-order thinking questioning.*

EDUCATION AND CERTIFICATIONS

MASTER OF ARTS IN TEACHING – MATHEMATICS / SECONDARY EDUCATION, 123 College, City, XX
BACHELOR OF SCIENCE – BUSINESS MANAGEMENT, 123 College, City, XX

CERTIFICATIONS

School Business Administrator, *Certificate of Eligibility*
Google Certified Educator, *Level 1*
Standard Certificate in Mathematics, *State of XX*

TECHNOLOGY

Google Apps for Education | Microsoft Office (Excel, Word, PowerPoint, Outlook) | VBA Programming | SQL | Python Programming