

Robert Smith

Science Department Head

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

SUMMARY

Leading and management change, a focused leader in the process of completing a Doctoral Degree, Educational Leadership & Management and a progressive career path in organizational leadership, training, and development. Eager to contribute expertise as administrator and manager for Economic and Workforce Development. Highly versatile; quickly masters new roles, responsibilities, and environments. Reputation for integrity, dedication, work ethic and analytical skills.

SKILLS

Leadership, Curriculum Development, Educator, Management.

WORK EXPERIENCE

Science Department Head

Skyline College - 2013 - 2019

- Apply appreciative inquiry model and management skills toward consistently achieving institutional goals regarding student support services, curriculums design, and staff training.
- Led, mentor and motivate a cross-functional, 20-member team, with a strong focus on optimizing productivity, efficiency, and performance.
- Direct the preparation and maintenance of detailed and comprehensive reports, records, and files regarding programs, operations, and activities.
- Strategically allocate, monitor and control budget expenditures to maximize use of resources while controlling costs.
- Responsible for scheduling, collaborate with staff members to establish educational goals, evaluate curricula effectiveness through program review, while developing and implementing best practice policies and procedures.
- Created and implemented long-range plans for improving achievement levels.
- Teach engaging and educational classes, present lectures, conduct workshops, and participate in other activities to further educational goals.

Department Head

ABC Corporation - 2012 - 2013

- Maintained 100% accountability of the departments equipment with a value exceeding \$5,000,000.
- Focused on cross training his subordinates to assume his duties during his absence.
- Prepared requests for transfer and reassignment ensured proper documents were requested and generated.
- Completed reductions, removals, and other adverse actions on personnel.
- Initiated, monitored, and actioned personnel evaluations, awards, and counseling sessions as required.
- Managed and maintained personnel records and files in an automated or hard copy system.
- Provided professional and career guidance to subordinates..

EDUCATION

Doctoral - (Educational Leadership & Management-Capella University)