

Selena Ramirez

123 Bridge Street, Boston, MA 12345
youremail@example.com
(123) 456-7890

PROFILE

Adaptable Education Leader & Administrator with 6 years of experience. Focused on inspiring teachers, supporting students, and building a positive middle school community. Committed to ongoing professional development and education.

PROFESSIONAL HIGHLIGHTS

Assistant Principal

TTN Middle School, Boston, MA | July 2019 to Present

- Report to and work closely with Principal on all daily school operations
- Provide counseling, support, and encouragement to students
- Address and resolve escalated student conflicts and behavioral issues
- Enforce attendance policies and discipline for students who are repeatedly late or absent
- Updated teacher evaluation standards to better align with state and federal performance guidelines

Vice Principal

TFA Middle School, Boston, MA | July 2016 to July 2019

- Oversaw daily operation and maintenance of various school facilities
- Collaborated with other senior administrators to set and execute school’s strategic plan
- Helped determine and modify class schedule as needed

PRIOR EXPERIENCE

Strong teaching background, with five years as Chemistry Teacher at Belmont High (Boston, MA).

EDUCATION

Boston College, Boston, MA

- Master's Degree - Education Administration
- Bachelor's Degree - Education

KEY SKILLS

- Attendance Policy Enforcement
- Class Scheduling
- Daily School Operations
- Strategic Planning
- Student Conflict Resolution
- Student Counseling & Support
- Teacher Evaluation