

Professional Highlights

Assistant Principal

Balboa High School, San Francisco, CA | July 2019 to Present

- ◆ Report to and work closely with Principal on all daily school operations
- Guide department chairs on various initiatives to improve academic programs
- Foster positive school relations and active engagement with the wider community
- Motivated teachers to provide top-quality learning experiences, helping raise the school's graduation rate by 14%

Vice Principal

TFF High School, San Francisco, CA | July 2016 to July 2019

- Co-developed and updated staff recruiting and hiring processes to attract high-quality teachers and personnel
- Expanded inventory of learning materials, office supplies, and decorations for schoolwide events

Prior Experience

Seven years teaching English and Social Studies at Balboa High School.

Education

University of California, Berkeley, CA

- Master's Degree - Education Leadership
- Bachelor's Degree - Education

Yaling
Zhang

123 Santa Maria, San
Francisco, CA 12345
youremail@example.com
(123) 456-7890

Assistant Principal with 6 years of experience overseeing high school operations and activities. Decisive and fair in managing the disciplinary response to student behavioral issues. Help raise graduation rates by coaching and inspiring teachers to provide top-quality learning experiences for students.

Key Skills

- Community Relations
- Learning Materials Improvement
- Personnel Management
- Staff Hiring
- Student Discipline
- Teacher Motivation