* Developed community education programming events and other activities designed to increase and improve educational outcomes.
* Planned, formulated and assessed goals, policies and activities designed to implement educational objectives and performance standards.
* Leveraged knowledge of budget and educational designs to facilitate development of cost-effective educational programs.
* Assisted with marketing, advertising, PR and student and faculty outreach efforts to drive [Type] education program growth.
* Conducted conferences with parents and students to review progress, adjust academic plans and renew enrollments.
* Spearheaded outreach activities within [Location] to expand educational opportunities and promote [Type] programs and services.
* Attended [Timeframe] professional educational and developmental meetings to support accreditation and grant writing.
* Identified methods and tools to promote student success in project-based learning.
* Coordinated regular meetings to review [Type] programs and services and enroll students.
* Developed and maintained positive relationships with support entities and representatives to secure educational grants.
* Worked closely with instructors to prepare online materials, content, and tools to facilitate training globally.
* Collaborated with administrators to determine course objectives.
* Effectively implemented best training practices and adult learning principles in planning and creation of instructional materials.
* Provided subject matter expertise on all courses, materials and lesson plans.
* Reached out to vendors to evaluate available curriculums and associated materials.
* Teamed with subject matter experts in evaluation and revision of training tools in order to continually improve learning platforms.
* Researched and incorporated current trends and data into standard curriculum for [Subject], [Subject], and [Subject].
* Designed, implemented and managed successful training programs to meet department and school needs.
* Negotiated contracts and delivery plans with vendors.
* Continuously delivered top-quality training documentation, manuals, and tools addressing needs of specific specialists groups such as [Job title], [Job title], and [Job title].