

**The Proofreaders**  
**Rewritten Resume Sample**  
*Names withheld to protect identity*

**OBJECTIVE**

To obtain an educational leadership position that benefits youths in high-need communities

**EXPERIENCE**

2008-Present

Founder

**Demo Initiative, Indianapolis, IN**

Train schools with high performance to train and consult low performing schools; perform policy research and analysis as needed.

2004-2008

Founder / School Leader

**KIPP Indianapolis College Preparatory, Indianapolis, IN**

Founded and led this tuition-free college preparatory middle school by focusing on cultural blending and positive attitudes. Hired and supervised dedicated staff whose contributions led to highly successful educational programs. Directly responsible for students' unparalleled academic performance, such as the outperformance of state and national academic growth targets, as defined by the Northwest Evaluation Association (NWEA) assessments. Encouraged unprecedented parent/student involvement, solved numerous operational and financial challenges, achieved 90% student transportation, and maintained safe and orderly campus. Reporting to the Board of Directors on a monthly basis, managed 2.5 million dollar budget which facilitated results-oriented special education programs, motivational teacher training courses, and private sector relations.

2003-2004

Fisher Fellowship

**KIPP School Leadership Program, San Francisco, CA**

Under intensive one-year academic program, learned how to successfully principal a KIPP school. Studies included travel throughout the United States visiting high performing schools, working with master KIPP coaches, and focused summer coursework. Program resulted in supervision of KIPP NYC special education staff, which resulted in positive student performance; created school design plan for KIPP Indianapolis College Preparatory, which included a marketing plan for student recruitment, teacher hiring, and fundraising.

2002-2003

Trainer / Consultant

**Success for All Foundation, Chicago, IL**

In Chicago area, worked with over 30 principals to demonstrate strong interpersonal skills. Analyzed school and district level data to determine training and consultant needs. Instructed principals on school reform process, teachers on reading strategies implementation, and helped establish priorities.

2001-2002

Reading Facilitator

**Oklahoma City Public Schools, Oklahoma City, OK**

For busy, inner-city school students in grades K-3, implemented **Success for All Reading Roots** and **MathWings** programs, which resulted in the highest reading and math gains in the district.

1999-2002

Teacher

**Oklahoma City Public Schools, Oklahoma City, OK**

For grades 3, 4, and 6, taught all elementary school subjects. Was responsible for increasing annual reading and math student achievement levels by as much as 2 ½ grades.

**EDUCATION**

2002

M. Ed, Educational Administration, University of Central Oklahoma, Edmond, OK

1998

B.S., Elementary Education, University of Oklahoma, Norman, OK

**REFERENCES**

Furnished upon request

**PROFESSIONAL MEMBERSHIPS AND HONORS**

Charter School Association, Board Member  
Association for Supervision and Curriculum Development  
International Reading Association

Kappa Delta Pi, Member  
Nominee Teacher of the Year, 2001  
Outstanding Educator Award, 1998