

The Proofreaders
Client Original Resume
Names withheld to protect identity

JOB OBJECTIVE

Desire educational leadership position with an organization serving youth in high need communities.

EXPERIENCE

2004-2008—**Founder/School Leader, KIPP Indianapolis College Preparatory**, Indianapolis, IN
Built a strong organizational culture with dedicated staff, student and parent involvement. Created, implemented, and supervised academic program, outperformed state and national academic growth targets according to NWEA assessments. Implemented inclusion special education model and collaborated with private organizations to provide services. Special Education students had significant gains on NWEA assessments with many passing state exam. Solved various operations challenges including transportation of 90% students, food service, and learning state required accounting system. Managed 2.5 million dollar budget and reported to the board of directors monthly. Maintain safe and orderly campus aligned with school values. Monitored and evaluated staff regularly. Created goals and reviewed yearly with staff to modify and adjust for following year. Developed leadership training institute to train teachers in key leadership roles in the school. Developed teacher training institute to attract more individuals in the community to the teaching profession.

2003-2004—**Fisher Fellow, KIPP School Leadership Program**, San Francisco, CA
Visited 30 high performing schools nationwide, kept portfolio of best and most effective, researched based practices. Supervised special education staff in KIPP NYC during training, resulted in increase in special education 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
Demonstrated strong interpersonal skills while working with over 30 principals in Chicago area. Analyzed school level and district level data to determine training and consultant needs for each school. Established priorities for schools. Instructed principals on school reform process and teachers on reading strategies implementation.

2001-2002---**Reading Facilitator, Oklahoma City Public Schools**, Oklahoma City, OK
Facilitated Success For All Reading Program for students in K-3 grade, highest reading and math gains in the district.

1999-2002—**Teacher, Oklahoma City Public Schools**, Oklahoma City, OK
Instructor for 3rd, 4th, and 6th grades in all subjects. Increased student achievement 2.5 grade levels in reading and math yearly.

EDUCATION AND TRAINING

M. Ed, Educational Administration, 2002--University of Central Oklahoma, Edmond, OK
B.S., Elementary Education, 1998--University of Oklahoma, Norman, OK

Thinking maps
Reading Writing Workshop Model
Differentiated Instruction
British Inspection Evaluation Model
Curriculum Maps
Understanding by Design

Leadership Trainings

STRENGTHS AND SKILLS

- Strategic Planning and Leadership
- Project/Program Development & Management
- Training/Consulting
- Public Speaking and Community Relations
- Educational Research
- Education Programming

Equally strong qualifications in general management, organizational development, research, and human resource affairs. Extensive hands-on expertise with identifying and resolving issues. Reliable with strong work ethic. Excellent leadership and oral communication skills. Organization culture building, instructional curriculum, and problem solving expertise. Proficient in Microsoft Word, Excel, PowerPoint, and Outlook.

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

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

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