

ROBERT JACKSON

SCHOOL ADMINISTRATOR

SUMMARY

Success-driven professional with a passion for creating engaging experiences for new and transfer students. Talented in developing and assessing programs for increased effectiveness and efficiency.

WORK-RELATED SKILLS

- Teambuilding
- Collaboration
- Parent Relationship Building
- Leadership
- Strategic Thinking
- Administration and Management
- Customer and Personal Service
- Active Listening
- NetSuite ERP, Thinc Technologies Virtual School
- Google Drive; Microsoft Office

Let's Get in Touch

Number: 123-456-7890

Email: hello@reallygreatsite.com

Portfolio: www.reallygreatsite.com

Social Media: [@reallygreatsite](#)

LinkedIn: [@reallygreatsite](#)

PERSONAL INTERESTS

- Surfing and Scuba Diving
- Reading Fiction Novels
- Sports Photography
- Arts and Crafts
- Volunteering at Stray Dog Shelters

EXPERIENCE

SCHOOL TEACHER

Discovery Charter School 2015-2018

- Created and maintained a positive, safe, fun and nurturing classroom environment
- Developed lesson plans with goals, objectives, activities and outcomes for children that integrate a creative, progressive and nurturing approach

SCHOOL ADMINISTRATOR

Great Oaks Charter Schools, 2018-2019

- Managed school personnel activities including the hiring process, evaluation, discipline and dismissal of school employees, consultants and contract service providers
- Collaborated with consultants and contract service providers

EDUCATION

East Kinbrook College

Pedagogy of Social Studies

- Academic Excellence in Social Sciences
- East Kinbrook College's Most Creative Students (2014)
- Had several of my works featured in international galleries

Wolfbeak High School

High School Graduate Diploma

- Academic Excellence in Art and English
- Member of the Wolfbeak High School Artist's Group
- Captain of the Wolfbeak High School Tennis Club

