

Administrative Resume Sample

MALANIE HAYES

221 College St

Any City, State 12345

(101) 555-0009

DEGREES

Ph.D. Educational Administration, August 1999

Syracuse University, Syracuse, New York

Dissertation: History of Pre-service Training: Success and Failure of New Teachers

Master of Arts Degree, Educational Policy, June 1983

Trenton State College, Trenton, New Jersey

* Graduate Fellow

Master of Arts Degree, Music Education, May 1987

Queens College-City University of New York, New York

Bachelor of Music Degree, Major: Theory, August 1985

Eastman School of Music, Rochester, New York

PROFESSIONAL EXPERIENCE SUMMARY

- Superintendent of Schools, Westhill Schools, Syracuse, New York, 1997 - present
- Assistant Superintendent for Curriculum and Instruction, Upper Township Schools, Tuckahoe, New Jersey, 1995 - 1997
- Principal, Upper Township Middle School, Tuckahoe, New Jersey, 1992 - 1995
- Assistant Principal, Fleming Middle School, Trenton, New Jersey, 1989 - 1992
- Vocal Music Teacher, PS #50 Talfourd Lawn School, Queens District #28 Jamaica, New York, 1986-1989
- Singer, New York City Clubs, 1985-1986

CIVIC ACTIVITIES

President, Northside Repertory Company, 1999

Board Member, Syracuse American Red Cross Chapter, 1999 - present

Co-director, Chamber of Commerce Leadership Series, 1999 - present

Board Member, Friends of the Syracuse Public Library, 1998 - 1999

Volunteer Director, City Girls= Choir and Performing Troupe, 1997-1999

RECOGNITION

Awarded Certificate of Merit, New York Music Teachers' Association

Awarded Outstanding Doctoral Student Scholarship by Syracuse University

Named New Jersey Middle School Principal of the Year, 1995

Listed in *Who's Who in Education*

PROFESSIONAL ORGANIZATIONS

National Association of Secondary Principals

American Association of School Administrators

Association for Supervision and Curriculum Development

CURRENT PROFESSIONAL SERVICE

Chair, Steering Committee, Performance-based Compensation

Chair, Committee for Education Extended Beyond the Classroom

Board Member, School Administrators of New York

Representative, Governor's Commission on New Schools

President, Stat Women's Caucus for Administrators

Complete list of publications and presentations available upon request

Adapted from - Anthony, Rebecca and Gerald Roe. 101 Grade A Resumes for Teachers. Hauppauge, NY: Barron's, 1004. Page 144.