**Richard D. Enlow**

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**Career Objective:**

To obtain an administrator position with “Hope Academy,” and help in reformation of policies and curriculum activities for the development of students.

**Summary of Skills:**

* Experience of working in educational environment as an administrator
* Experience of providing guidance and instructions to teachers
* Superior organizational, communications, and planning skills
* Skilled in reviewing and enhancing curriculum
* Familiarity with different types of challenges arising in educational sectors

**Work Experience:**

Christian School Administrator

Bishop School, Braidwood, IL

October 2014 - Present

* Coordinating with staff, students, parents, and governing board to initiate and inform new educational policies
* Developing positive relationships with staff, students, and parents
* Preparing and implementing code of ethics and disciplinary roles in school
* Identifying and arranging for personal counseling or students facing with behavioral problems
* Reviewing and modifying course programs and maintaining details of classes of all the grades
* Attending classes and evaluating teaching styles and giving feedback to teachers
* Maintaining clean, safe, and hygienic environment inside the school premises

Christian School Administrator

Diamond School, Braidwood, IL

February 2012 - September 2014

* Ensured the school followed enrollment, grading, and other policies set by the state
* Facilitated start of activities that can foster mental and physical development in students
* Identified and organizing extra-curricular activities in the school to help students stay interested
* Evaluated test results and spoke to students in person who have not scored passing grades
* Defined mission of the school and recruited volunteers to monitor the staff work towards achieving it
* Addressed disciplinary issues in students and provided them suggestions on improving their actions

**Education:**

* Bachelor's Degree in School Administration  
  ABC University, Braidwood, IL  
  2012

**Reference:**

On request.