**James I. Hayes**

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**Career Objective:**

Experienced and highly skilled education administrator is looking for a similar position with “City College,” to manage and improve educational policies as well as create progressive image of the institution.

**Summary of Skills:**

* Superb knowledge of handling administrative duties of educational institutions
* Experienced in planning and implementing educational policies
* Sound managerial, decision-making, and computer skills
* Ability to related curriculum with real-life work scenarios
* Ability to coordinate with school board members, teachers, and parents
* Skilled in developing relationships with local agencies and other educational institutions
* Ability to prepare and allocate budget for student programs

**Work Experience:**

Education Administrator

St. Patrick School, Chicago, IL

October 2014 - Present

* Handling administrative duties of the school and supervising staff
* Managing budgets and ensuring funds are allocated properly for benefits of students
* Reviewing and changing educational policies following state and federal rules
* Handling relations with local agencies, parents, and other schools
* Planning and implementing student programs and developing their skills
* Handling complaints of staff, parents, and students and ensuring quality in education
* Initiating and monitoring purchase of goods and equipment for the school

Education Administrator

City School, Chicago, IL

February 2013 - September 2014

* Organized and raised funds for handling administrative expenses of the school
* Modified admissions policies and attracted students for admission for neighboring states
* Handled daily administrative activities of the school and directed student programs
* Developed and implemented academic programs and oversaw overall effect on students' progress
* Provided counseling to under-performing students and teachers facing personal issues
* Maintained students and school's asset record and prepared annual reports
* Established and helped teaching staff to achieve school's goals and objectives

**Education:**

* Bachelor's Degree in Business Management  
  ABC University, Chicago, IL  
  2012

**Reference:**

On request.