**William S. Wynn**

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**Career Objective:**

Looking for a college administrator position at "Prudent College," to manage multiple duties from student admission to budgeting preparation and monitoring, including regular administrative tasks.

**Summary of Skills:**

* Excellent administrative skills and knowledge of administrative principles and methods
* Strong verbal and written communication skills
* Extensive knowledge of education rules and regulations laid out by state and federal governments
* Superior management, organizational, and supervisory skills
* Basic knowledge of accounting and bookkeeping procedures
* Ability to raise funds and conduct promotional programs

**Work Experience:**

College Administrator

Liberty College, Beltsville, MD

October 2014 - Present

* Monitoring and overseeing the daily administrative management of the college
* Managing and developing non-teaching staff, administrative, performance appraisal of the college
* Ensuring accurate statement of financial records and monthly management account
* Handling the tasks of preparing and maintaining records of student data, such as grades and degree requirements in the system
* Creating academic policies and planning budgets for extra curricular activities
* Performing responsibilities of organizing events and activities at the city and state level

College Administrator

Dolphin College, Beltsville, MD

January 2013 - September 2014

* Developed and implemented academic policies and procedures for better results
* Prepared and implemented financial and business plans
* Coordinated with administrative staff in preparing special publication of the college
* Monitored and supervised activities of staff and teachers and ensured that the academic calendar operates as per the set guidelines
* Worked with principal in organizing educational conference in the college premises
* Handled all other administrative tasks under the instructions of the management staff

**Education:**

* Bachelor's Degree in Education  
  Crystal University, Beltsville, MD  
  2012

**Reference:**

On request.