**Stephen J. Dotson**

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**Career Objective:**

Looking for a school administrator position with “Knowledge Tree Public School,” to manage class schedules, budget for departments, hiring and firing of staff, and ensure best possible education to students.

**Summary of Skills:**

* Excellent leader, committed, and organized person
* Strong knowledge of curriculum development and school administration
* Ability to prepare class schedules, department budget, and education policies
* Skilled in evaluating and modifying education policies in line with state and federal regulations
* Experienced in reviewing and resolving conflicts of teachers, coaches, students, and parents
* Ability to organize and monitor concerts, and sports and cultural programs

**Work Experience:**

School Administrator

St. Xavier Public School, Hastings, FL

October 2014 - Present

* Preparing class schedules and departmental budget for the school
* Hiring teachers and performing finance management
* Providing daily support to administration staff, teachers, and students
* Resolving conflicts between staff and other challenges in running administration
* Discussing and inspecting safety measure for concert, sports, and cultural programs
* Meeting community leaders and presenting reports to the school board

School Administrator

Golden Public School, Hastings, FL

February 2013 - September 2014

* Developed and implemented plans that helped students achieve their academic goals
* Provided support and teaching aid to faculty and ensured students are provided quality education
* Created school calender, school budget, and facilitated organizing of several events
* Communicated and exchanged ideas with community leaders, stakeholders, and school leadership
* Met teachers, and parents and discussed about controlling students' behavior plans
* Helped school improve passing out percentage of students and spiking enrollment

**Education:**

* Bachelor's Degree in School Administration  
  ABC University, Hastings, FL  
  2012

**Reference:**

On request.