**Grahm Kreg**

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**Career Objective:**

To gain the position of an academic administrator with a view to utilize my experience in a prestigious educational organization.

**Professional strengths:**

* Progressive 3+ years of Professional Experience in educational administrative environment
* Familiar with the practices, principles and processes of higher education
* Comprehensive knowledge of academic assessment and planning academic curriculum
* Proven strategic problem solving, planning and critical thinking skills
* Demonstrated leadership, managerial and strong relationship-building skills

**Professional Experience:**

Organization: School of Education, Boston

Duration: March 2013 till date

Designation: Academic Administrator

* Handle responsibilities of directing, managing and leading administrative staff which includes the office of student services, academic support, financial and administrative functions
* Actively participate as a member on various committees in the development of academic calendar, curricula requirements and enrollment management
* Provide direction to staff in the development and execution of comprehensive marketing plan with the goal of increasing student recruitment and retention
* Perform the tasks of assisting with the strategic deployment of human and financial resources
* Responsible for supervising staff, including appraising and directing their work as appropriate and providing opportunities for growth and professional development

Organization: East Unit School, Boston

Duration: May 2011 to Feb 2013

Designation: Academic Coordinator

* Responsible for providing academic support, advising and registration services for students
* Coordinate study hall, monitor attendance and prepare students performance reports
* Perform responsibilities of monitoring student academic progress through contact with faculty and meetings with the students and progress report data
* Assist academic administrator in developing and implementing appropriate academic intervention strategies
* Handle the tasks of providing support to the teaching and management staff on various projects

**Educational Summary:**

* Achieved master's degree in Education  
  University of Boston in the year 2010
* Achieved bachelor's degree in Education  
  Flowrence College, Boston in the year 2008

**Reference:**

On request.