

**Edward S. Golding**  
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**Career Objective:**

I believe if students are nurtured properly and with great care, they can lead the country in different fronts and bring laurels to the nation. To implement this philosophy, I would like to work as an academic director for your school and help students build strong foundation for their career.

**Summary of Skills:**

- Solid work experience of educational institutions
- Immaculate communication, interpersonal, and leadership skills
- Skilled in reviewing and modifying academic syllabus
- Strong computer skills with abilities to guide and motivate students
- Expert in complying with regulations related to education
- Skilled in developing and implementing innovative teaching methodologies
- Detail-oriented, high on energy, and principled individual
- Adept in performing analysis and solving students' and teachers' problems

**Work Experience:**

Academic Director  
Flora School, Louisville, KY  
August 2012 - Present

- Overseeing myriad aspects of educational activities
- Guiding and mentoring teaching staff and students
- Reviewing and modifying academic syllabus to develop students' mental and physical skills
- Interacting with internal and external stakeholders and updating them on school's progress
- Inspecting and solving the core area of problems hampering school's and students' progress
- Reviewing results and speaking with students in group and individually and motivating them
- Striving constantly for improving the quality of education and school's reputation
- Developing learning technologies to help students understand subjects better
- Developing new academic programs and integrating vocational skills in curriculum

Academic Director  
Infinity School, Louisville, KY  
February 2010 - July 2012

- Monitored education activities and provide advice and direction to the management
- Reviewed and improved coursework, teaching methods, library and hostel facilities
- Participated in meetings and contributed in fixing annual budget
- Analyzed enrollment trends for the past five years and improved admission numbers
- Held meetings with students, and guided them on choosing career of their interest
- Monitored behaviors of teaching staff and students in the premises and took necessary action against offenders
- Planned and conducted faculty trainings and workshops for enhancing their skills
- Inspected and ensured safety of students and teachers within the premises

**Education:**

- Master's Degree in Education  
Apollo College, Louisville, KY  
2009
- Bachelor's Degree in Education  
Apollo College, Louisville, KY  
2007

**Reference:**

On request.