



# Olivia Brown


I am a special education administrative coordinator with over eight years of experience supporting special education programs through efficient administrative practices and effective communication. I excel at managing documentation, scheduling meetings, and coordinating between teachers, parents, and administrators.

## CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 Charlotte, NC 12345

## EDUCATION

MBA in Educational Leadership  
University of North Carolina at  
Charlotte, Charlotte, NC  
May 2013

BA in Special Education  
University of North Carolina,  
Chapel Hill, NC  
May 2009

## KEY SKILLS

- Administrative coordination
- Record keeping and documentation
- Scheduling and organization
- Stakeholder communication

## PROFESSIONAL EXPERIENCE

ADMINISTRATIVE COORDINATOR | CHARLOTTE PUBLIC SCHOOLS,  
CHARLOTTE, NC  
JANUARY 2014 – PRESENT

- Managed special education documentation for over 50 students, ensuring compliance with legal standards.
- Coordinated meetings and communications between teachers and parents, streamlining program operations.

OFFICE ADMINISTRATOR | REGIONAL EDUCATION CENTER, CHARLOTTE, NC  
JUNE 2009 – DECEMBER 2013

- Maintained accurate records and managed schedules, contributing to a 20% improvement in operational efficiency.

## PROFESSIONAL DEVELOPMENT

Educational Leadership Workshops

Administrative Efficiency Certification