

Daniel Moore

Organized academic coordinator enhancing educational programs

Academic coordinator with five years of experience overseeing curriculum planning, faculty development, and student success initiatives. Skilled in data analysis, scheduling, and program coordination.



EDUCATION

Master of Arts (M.A.) in
Educational Leadership | Georgia
State University, Atlanta, GA
June 2018



KEY SKILLS

- Curriculum scheduling
- Faculty training
- Program evaluation
- Student retention strategies



PROFESSIONAL EXPERIENCE

Academic coordinator

Central High School, Atlanta, GA | July 2018 – Present

- Manage scheduling for over 30 faculty members, ensuring balanced workloads and alignment with school goals
- Implement professional development workshops, increasing teacher satisfaction by 20%
- Develop programs to improve student retention, resulting in a 10% year-over-year improvement

Teacher

Central High School, Atlanta, GA | August 2013 – June 2018

- Taught math and science to grades 9 to 12 while assisting in curriculum planning
- Mentored new teachers and served on the school improvement committee