

## **Kelly Chang**

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New York  
999-999-9999  
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**Objective:** Interested in the position of n Assistant School Principal with a reputed school.

### **Special Accomplishments**

Developed and implemented program for local business people to obtain paid leave-time in order to teach business classes.  
Able to interact effectively with students, teachers, parents and other administrators.  
Represented the school at an international educational conference.  
Nominated for Teacher of the Year in 2003.

### **Experience**

*Seymore High School* *New York*  
**Assistant Principal** 3/3/2009 to Present  
Planned and supervised student programs, including assemblies, dances and athletic events. With student body officers, formulated student policies. Gave individual and group guidance for personal problems and educational and vocational objectives. Talked with and disciplined students in cases of attendance and behavior problems. Observed and evaluated teacher performance. Assisted and filled in for the principal whenever requested.

*St. Claire High School* *Fresno, CA*  
**English Teacher** 3/3/2005 to 3/3/2009  
Served as chairperson of the English Department for two years. Prepared lesson plans, demonstrations, examinations and activities for classes of eleventh and twelfth-grade students. Prepared and presented in-services on the subject of whole language.

### **Education**

*State University of New York* *New York*  
**Master of Arts in Educational Administration** 2003

*State University of New York* *New York*  
**Bachelors of Arts** 2000

**References:** Available upon request