BRIGHAM O.

1 Anywhere St. Anywhere, NY 00000 (555) 555-1234 brighamo@email.com

LICENSURES AND AFFILIATIONS

- New York Administrator's License
- New York Association of School Executives; Academy of Management; Academy of International Business; American Society for Public Administration

EDUCATION EXPERIENCE

Secondary Education Leadership

- Provided instructional leadership for secondary education faculty, including coordinating new curriculum and related changes and developing small learning communities.
- Worked with district teachers and instructional coaches to support improvement in instruction, as well as stakeholder groups in all areas of school operations.
- Implementation of District instructional ideals and practices.
- Faculty evaluation, staffing, budgeting, scheduling, discipline, standardized testing, school safety and 504 activities, and liaising with district police, fire, and social services.

College Instruction

Taught graduate courses in International Business, Public Policy and Business, Small Business, Small Business, Small Business/Entrepreneurship, Human Resource Management, Managerial Planning/Control, Strategic Management/Business Policy, and Principles of Management, as well as undergraduate courses in Organization Leadership and Management Fundamentals.

WORK HISTORY

Manhattan Gate High School, New York, NY	200X-Present
Assistant Principal	
New York University, New York, NY	198X—199X
Associate Professor	
Stony Brook University, Stony Brook, NY	198X—198X
Graduate Teaching Assistant	

PRESENTATIONS

- *European External Trade Organization Seminar*. 199X Northeast Society for Continental Trade Research Workshop. October 199X. New York University
- New England International Business Forum. International Business Division of the A.S.A. in Boston, MA. July 199X.
- ◆ U.S. Department of Commerce Export Trade Assistance Program. American Society for Export Trade, June 199X.
- *Financing in International Business*. International Business Conference sponsored by the University of Richmond. May 199X. Richmond, VA.
- *Faculty Development in International Business*. International Business Conference sponsored by the University of Pennsylvania. April 199X. Philadelphia, PA.
- Continuing Education in Business Law. New York University. New York, NY. 199X.

HONORS & RECOGNITIONS

- Administrator Award of Excellence. 200X New York Public Schools.
 - Who's Who in Among America's Teachers, 7th edition, 200X.
- **Professor of the Year**, 199X-199X. New York University.

EDUCATION

Wagner College, Staten Island, NY	198X
Master of Science in Education	
New York University, New York, NY	198X
Master of Business Administration Minor in Public Administration	
Columbia University, New York, NY	197X
Bachelor of Arts in English; Minor: German	