
BRIGHAM O.

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

Manhattan Gate High School
700 Anywhere
(555) 555-1234
brighamo@email.edu

EDUCATION

M.S.Ed. - Wagner College

M.B.A. - New York University

B.A. - Columbia University

Minor: Public Administration

Major: English

Minor: German

SECONDARY EDUCATION EXPERIENCE

Assistant Principal, Manhattan Gate High School, New York Public Schools, New York, New York, Spring 200X- present. Responsibilities include staffing, class and staff scheduling, instructional leadership, budgeting, training & evaluation of faculty, standardized testing, discipline, attendance & school safety, 504 activities, implementation of policies and procedures, facilitated new curriculum, special education, locker assignments, supervisory duties, transportation issues, managed after school facilities use, and communicating with stakeholders in written and oral form. Liaison with district police, fire, social services, and management of special events. Development of small learning communities in 9th grade. International Baccalareate Coordinator.

HIGHER EDUCATION EXPERIENCE

198X-199X, **Associate Professor, New York University**

Courses Taught:

- Organization Management (U)
- International Business Management (U)
- International Management (G)
- Management Fundamentals (U)
- Managerial Planning and Control (G)
- Strategic Management & Business Policy (U)
- Public Policy and Business (U&G)
- Small Business & Entrepreneurship (U)

198X-198X, **Graduate Teaching Assistance, Stony Brook University**

Courses Taught:

- Human Resource Management
- Strategic Management & Business Policy
- Small Business Management
- Advanced Human Resource Management
- Principles of Management

HONORS & RECOGNITIONS

- Administrator Award of Excellence. New York Public Schools. Awarded for outstanding service to students with special talents, 200X.
- Who's Who in Among America's Teachers, 7th edition, 200X
- Professor of the Year, 199X-199X. This award is given to the professor who best represents outstanding qualities in teaching at New York University. The winner is select

PRESENTATIONS

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