

# YN

# Your Name

## Continuing Education Coordinator

### CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST 12345

### EDUCATION

**M.Ed. in Adult Education** | North Carolina State University, Raleigh, NC | May 2018

**B.A. in Communications** | North Carolina State University, Raleigh, NC | May 2016

### KEY SKILLS

- Adult learning
- Curriculum planning
- Partnership development
- Marketing
- Online instruction

### ABOUT ME

Continuing education coordinator with four years of designing adult learning programs. Skilled in needs assessment, curriculum planning, and partnership outreach. Increased enrollment by 35% through targeted marketing campaigns.

### PROFESSIONAL EXPERIENCE

**COORDINATOR, PROFESSIONAL DEVELOPMENT** | STATE UNIVERSITY, RALEIGH, NC  
AUGUST 2020 - PRESENT

- Design and market 25+ certificate programs annually, boosting enrollment by 35%
- Manage partnerships with 10 industry organizations for course sponsorship
- Develop online learning modules, increasing completion rates by 20%

**PROGRAM ASSISTANT, CONTINUING STUDIES** | STATE UNIVERSITY, RALEIGH, NC  
JUNE 2018 - JULY 2020

- Supported course registration and logistics for 2,000+ learners
- Collected feedback and revised curricula, improving satisfaction scores by 15%