

Soledad Bohac

Academic Administrator

Profile

Dedicated Academic Administrator with 5 years of experience in managing and overseeing academic programs, staff, and resources. Proven track record in curriculum development, student support, and faculty collaboration. Demonstrated success in implementing innovative strategies to enhance academic performance and strengthen institutional effectiveness. Adept at fostering a positive learning environment and maintaining strong relationships with all stakeholders. Committed to promoting academic excellence and continuous improvement in educational institutions.

Employment History

Academic Administrator at Des Moines Area Community College, IA

May 2023 - Present

- Successfully increased student enrollment by 15% over a three-year period through targeted marketing campaigns and strategic partnerships with local high schools, resulting in an additional 1,200 students attending Des Moines Area Community College (DMACC).
- Implemented a new faculty development program that led to a 25% increase in faculty participation in professional development workshops and seminars, contributing to improved teaching quality and student satisfaction ratings.
- Secured \$500,000 in grant funding for DMACC's STEM education initiatives, enabling the expansion of lab facilities, purchase of advanced equipment, and the launch of new programs in high-demand fields such as robotics and data analytics.

Assistant Academic Administrator at University of Iowa, IA

Aug 2018 - Apr 2023

- Successfully streamlined the enrollment process for over 5,000 students, resulting in a 20% increase in on-time registration and a 15% reduction in administrative workload.
- Coordinated the development and implementation of a new academic advising program, leading to a 30% improvement in student satisfaction ratings and a 10% increase in retention rates.
- Managed a team of 20 staff members and oversaw the allocation of a \$2 million departmental budget, achieving a 5% cost reduction while maintaining high-quality educational services.

Certificates

Certified Educational Administrator (CEA)

Aug 2021

Certified Higher Education Professional (CHEP)

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Education

Master of Education in Educational Administration at University of Iowa, Iowa City, IA

Aug 2014 - May 2018

Relevant Coursework: Curriculum Development, Instructional Leadership, School Law and Finance, Human Resources Management, Data-Driven Decision Making, Educational Technology, School and Community Relations, and Supervision and Evaluation.

Links

[linkedin.com/in/soledadbohac](https://www.linkedin.com/in/soledadbohac)

Skills

Budgeting

Scheduling

Blackboard (learning management system)

Conflict resolution

Google Workspace

Policy development

Data analysis

Languages

English

Bengali