

Dahlila Lofties

Academic Coordinator

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📍 123 Maple Street, Lexington,
KY 40507

Education

**Master of Education in
Educational Administration
at University of Kentucky,
Lexington, KY**

Aug 2016 - May 2021

Relevant Coursework:
Curriculum Development,
Organizational Leadership,
School Law and
Finance, Human Resources
Management, Educational
Research, Instructional
Supervision, and Community
Relations.

Links

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

Skills

Scheduling
Budgeting
Curriculum Development
Assessment Analysis
Faculty Collaboration
Program Evaluation
Student Advising

Languages

English
Dutch

Profile

Dedicated Academic Coordinator with 2 years of experience in managing academic programs and fostering student success. Adept at curriculum development, assessment, and faculty support, with a strong commitment to enhancing educational quality and improving learning outcomes. Demonstrated ability to collaborate effectively with diverse stakeholders, including students, faculty, and administrators. Skilled in implementing innovative strategies to optimize academic resources and drive continuous improvement in educational settings.

Employment History

Academic Coordinator at Academic Edge Inc., KY

May 2023 - Present

- Successfully implemented a comprehensive academic support program for over 500 students, resulting in a 25% increase in retention rates and a 15% improvement in overall academic performance.
- Developed and facilitated professional development workshops for 100+ faculty members, leading to a 20% increase in the adoption of innovative teaching strategies and improved student engagement.
- Streamlined the academic advising process for 300+ students by creating an efficient online scheduling system, reducing average wait times by 50% and increasing student satisfaction rates by 30%.

Assistant Academic Coordinator at University of Kentucky, KY

Sep 2021 - Apr 2023

- Successfully managed a team of 5 academic advisors, resulting in a 15% increase in overall student retention rates within the College of Arts and Sciences over a two-year period.
- Developed and implemented a new academic advising system for the University, streamlining processes and reducing student wait times by 30% during peak registration periods.
- Coordinated and executed three annual student orientation events, each with over 1,000 attendees, leading to a 20% improvement in student engagement and satisfaction ratings compared to previous years.

Certificates

Certified Academic Coordinator (CAC)

Dec 2021

**International Association for Continuing Education and Training (IACET)
Authorized Provider**

Jun 2020

Memberships