

**John Miller**  
CPS Association Chair  
Columbia, Maryland 21047  
410.321.1234  
jcm@jcm.com

**Objective:** To gain experience in the administrative management of a school system where employed at a school institution.

**Education:**                      **College:**                      **Postgraduate Study:**                      **Master's Degree:**

**College: Maryland**

- Administrative Management Degree
- BSBA - BA
- Computer Science
- English
- National Honor Society (NHS) - member

**Master's Degree:**

**MSA - MPA**                      **Education Science**                      **Columbia, Maryland**

**Administrative Experience:**

- Planning and scheduling of the
- Developing and implementing administrative programs
- Customer service, including not long letters, telephoning, and providing in person
- Computing and logging part of the letter

**Skills:**

- Microsoft Office software
- MSN - MSN Outlook

**Awards/Achievements:**

- National Honor Society (NHS) - Member (NHS)
- Maryland State for School System (MSA) - Computer (MSA)
- Best Student (MSA) - member
- Best Student (MSA) - member