

Layla Bradley

Accreditation and Program Administration Specialist

📞 (732) 555-6143

✉️ layla.bradley@example.com

🌐 linkedin.com/example/laylabradley

📍 New Brunswick, NJ 08901

STRENGTHS

- 📅 **Evidence coordination**
Built clear submission calendars and source records, so faculty could find guidance quickly during review periods.
- ♥️ **Assessment analysis**
Connected survey findings with performance evidence, giving program teams useful context for improvement decisions.
- 👥 **Faculty partnership**
Facilitated workshops and data meetings; colleagues often returned for practical help with documentation.
- 🔒 **Confidential records**
Protected sensitive databases and correspondence through consistent access practices, careful validation, and steady follow up.
- 💡 **Operational judgment**
Reconciled workload, enrollment, advising, and scheduling data, helping leaders act with greater confidence.

SKILLS

Accreditation Assessment Design

Program Review Data Analysis

Project Management

Faculty Workload

Enrollment Analysis

Curriculum Alignment

Confidential Records

NJDOE Program Approval

New Jersey Administrative Code

Performance Based Assessment

Self Study Reporting

Survey Administration

Educator Preparation

SUMMARY

Accreditation and program administration specialist with 7 years and 3 months supporting **higher education assessment, educator preparation**, academic operations, and compliance reporting. Leads self study documentation, **program approval** materials, assessment cycles, survey programs, data governance, and continuous improvement with faculty, administrators, students, clinical partners, and institutional offices. Translates New Jersey education requirements, accreditation standards, curriculum evidence, enrollment data, and faculty operations into clear processes and technically sound reports. Experienced with accreditation platforms, Banner, DegreeWorks, CourseDog, Google Suite, Microsoft Office, Teams, Adobe Acrobat, secure databases, and user training. Brings practical judgment, careful record stewardship, and collaborative project leadership to program review, academic planning, and institutional accountability. Prepared to contribute dependable analysis and thoughtful coordination within educator preparation operations.

EXPERIENCE

Accreditation and Assessment Manager

Garden State University 📅 August 2024 - Present 📍 New Brunswick, NJ

Directs educator preparation accreditation, assessment, reporting, platform administration, faculty coordination, and data quality. Connects NJDOE requirements, program evidence, survey findings, and **continuous improvement** priorities for academic leaders.

- Directed educator preparation evidence calendars and platform workflows, giving leaders clear review checkpoints.
- Translated NJDOE requirements into approval documents, faculty guidance, and practical compliance checkpoints.
- Prepared **self study reports**, addenda, factual responses, **assessment plans**, and year end submissions.
- Redesigned assessment tracking and validation workflows, improving access to reliable student learning evidence.
- Combined exit, alumni, employer, and clinical surveys with performance assessment findings for **program review**.
- Evaluated **accreditation** technology with **information technology** staff, trained users, and resolved platform issues.
- Supervised graduate assistants supporting database accuracy, evidence preparation, and confidential record handling.

Senior Program Assessment Coordinator

Mercer Heights College 📅 June 2022 - July 2024 📍 Trenton, NJ

Coordinated education program assessment cycles, evidence reporting, faculty development, data governance, and cross functional projects. Turned findings from curriculum measures, clinical evidence, and advisory discussions into practical program recommendations.

- Aligned course measures and clinical evidence with **accreditation** timelines during annual assessment cycles.
- Analyzed program data for faculty retreats, turning findings into curriculum and student support recommendations.
- Managed confidential **assessment** databases and audit trails before internal reporting and external review.
- Built faculty training resources covering instruments, evidence submission, data interpretation, and accreditation documentation.
- Mapped revised program materials and performance evidence against state approval and accreditation requirements.
- Coordinated registrar, **information technology**, clinical partner, academic leadership, and faculty project decisions.

Academic Operations and Data Specialist

Raritan Valley Institute 📅 July 2020 - May 2022 📍 Edison, NJ

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Accreditation and Assessment Manager at Garden State University (2.1 Years)
- Senior Program Assessment Coordinator at Mercer Heights College (2.1 Years)
- Academic Operations and Data Specialist at Raritan Valley Institute (1.8 Years)
- Program Support Coordinator at Hudson Learning College (11 Months)

- Maintained academic operations data supporting faculty workload, scheduling, advising, **enrollment analysis**, institutional reporting, and term planning. Reconciled Banner, DegreeWorks, spreadsheets, and advising records for dependable administrative decisions.
- Maintained **faculty workload**, course, advising, and enrollment datasets for academic planning decisions.
 - Analyzed **Banner** enrollment patterns and course offerings, preparing recommendations for **scheduling** leaders.
 - Used **DegreeWorks** and **advising records** to resolve student planning discrepancies before registration decisions.
 - Organized electronic syllabi, faculty communications, evaluations, and onboarding checklists into reliable term records.
 - Produced operational reports with documented methods, reconciled sources, and concise leadership explanations.
 - Maintained confidential correspondence and records while responding to faculty, student, and public inquiries.

Program Support Coordinator

Hudson Learning College 📅 July 2019 - June 2020 📍 Jersey City, NJ

- Supported program review, **survey administration**, curriculum records, scheduling, committee coordination, and student aide training. Created orderly documentation practices that helped faculty and administrators sustain timely academic planning.
- Organized curriculum, **assessment**, enrollment, and faculty documentation into **program review** evidence sets.
 - Administered student and alumni surveys, cleaned response data, and prepared planning summaries.
 - Maintained **Google Suite** and **Microsoft Office** records with consistent naming and access practices.
 - Prepared committee agendas, minutes, action logs, and follow up materials for continuity.
 - Reconciled course scheduling and faculty updates before term planning deadlines.
 - Trained student aides on record handling, data entry, and service expectations.

PROJECTS

Educator Preparation Evidence Renewal 📅 2025

Coordinated evidence calendars, assessment resources, survey findings, and approval documentation for educator preparation review. Faculty received clearer submission guidance and leaders gained organized evidence for decisions.

Academic Data Governance Initiative 📅 2023

Mapped assessment, enrollment, advising, and workload records across administrative sources. Created validation routines and documentation that supported dependable reporting, review conversations, and planning.

LEADERSHIP & AWARDS

- Institutional Research Foundations Certificate recipient, recognized for applied higher education data practice in 2023.
- Project Management Certificate recipient, recognized for practical planning and delivery methods in 2024.
- Faculty assessment workshop lead, trusted to translate reporting requirements into usable evidence practices.

EDUCATION

Master of Arts in Higher Education Administration

Montclair State University 🎓 GPA: 4.0 📅 2022 📍 Montclair, NJ

Coursework: Accreditation, assessment, academic administration, institutional research

Bachelor of Arts in Education Studies

Rutgers University 🎓 GPA: 4.0 📅 2019 📍 New Brunswick, NJ

Coursework: Curriculum, education policy, learning assessment, student development

CERTIFICATIONS

- Institutional Research Foundations Certificate 📅 2023
- Project Management Certificate 📅 2024

TECHNICAL SKILLS

- **Academic Systems:** Banner, DegreeWorks, CourseDog
- **Productivity Software:** Google Suite, Microsoft Office, Adobe Acrobat
- **Collaboration Platforms:** Microsoft Teams, Google Drive, SharePoint
- **Accreditation Systems:** Accreditation platforms, evidence repositories, reporting portals
- **Assessment Methods:** Performance based assessment, survey design, instrument validation
- **Reporting Practices:** Self study reports, annual reports, year end reports
- **Regulatory Knowledge:** NJDOE requirements, New Jersey Administrative Code, accreditation standards
- **Data Management:** Secure databases, audit trails, data validation
- **Academic Operations:** Faculty workload, enrollment analysis, course scheduling
- **Program Administration:** Curriculum alignment, advising records, electronic syllabi
- **Meeting Administration:** Agendas, minutes, action logs
- **Training Delivery:** Faculty workshops, user training, facilitator guides

PROFESSIONAL AFFILIATIONS

- Higher education assessment community participant, sharing practical approaches for program review and evidence quality.
- Educator preparation collaboration partner, supporting faculty, clinical supervisors, administrators, and student success efforts.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST