



HARPER LEWIS

Assistant Test Administrator

✉ support@qwikresume.com
☎ (123) 456 7899
📍 Los Angeles
🌐 www.qwikresume.com

SKILLS

Test Administration

Compliance Management

Resource Allocation

Testing Operations Coordination

Analytical Thinking

Regulatory Compliance

INTERESTS

📖 Birdwatching 🏞️ Traveling
🏀 Sports Coaching 🧶 Knitting

STRENGTHS

🦅 Pragmatism 🍃 Sensitivity
💖 Sincerity 📉 Stability

LANGUAGES

English

Mandarin

French

ACHIEVEMENTS

📌 Implemented a new testing protocol that reduced errors by 30%.
📌 Increased candidate satisfaction scores by 25% through improved communication.

PROFESSIONAL SUMMARY

Detail-oriented Test Administrator with over 5 years of experience in managing and overseeing standardized testing processes. Proven ability to ensure compliance with testing protocols, maintain test security, and provide exceptional support to test-takers. Strong organizational skills and adept at troubleshooting technical issues to enhance the testing experience.

WORK EXPERIENCE

Assistant Test Administrator

Blue Sky Innovations

📅 Apr / 2020-Ongoing
📍 Chicago, IL

1. Screened applicants to verify compliance with required documentation for ASVAB testing.
2. Coordinated enlistment and testing documentation to ensure adherence to military standards.
3. Educated applicants on MEPS testing processes, enhancing understanding and preparedness.
4. Reviewed and verified enlistment documents for accuracy and compliance.
5. Provided guidance on testing qualifications and procedures based on regulations.
6. Managed the organization of test materials and digital resources at testing sites.
7. Ensured only authorized participants were admitted to maintain testing integrity.

Test Administrator

Crescent Moon Design

📅 Apr / 2018-Apr / 2020
📍 Portland, OR

1. Administered a variety of standardized tests, including college admissions and placement assessments.
2. Monitored testing sessions and provided essential support to students and faculty.
3. Proctored tests at local high schools, ensuring compliance with testing standards.
4. Maintained confidentiality of student data while supporting general office operations.
5. Guided students on testing-related inquiries and prepared necessary reports.
6. Validated student itineraries to ensure accuracy in testing schedules.

EDUCATION

Bachelor of Science in Education

University of North Texas

📅 Apr / 2016-Apr / 2018
📍 Phoenix, AZ

Focused on educational assessment and evaluation methodologies.

Pearson Test Administrator Guide

VM Jensen



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