

# HARPER LEWIS Assistant Test Administrator

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Los Angeles.

www.qwikresume.com.

#### SKILLS

Test Administration

Compliance Management

Resource Allocation

Testing Operations Coordination

Analytical Thinking

Regulatory Compliance

## INTERESTS



#### STRENGTHS

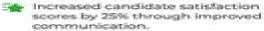


#### LANGUAGES



### ACHIEVEMENTS





#### 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 adopt at troubleshooting technical issues to enhance the testing experience.

#### WORK EXPERIENCE

### Assistant Test Administrator

E Apr / 2020-Ongoing

Blue Sky Innovations

E Chicago III.

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

#### Test Administrator

Crescent Moon Design

FR Apr / 2018-Apr / 2020

# Portland OR

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

#### EDUCATION

Bachelor of Science in Education

th Apr / 2016-Apr / 2018

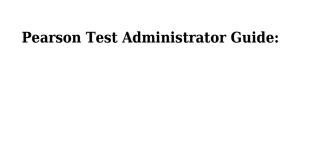
University of North Texas

# Phoenix, AZ

Focused on educational assessment and evaluation methodologies.

# **Pearson Test Administrator Guide**

**VM** Jensen



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