

PETER E. ZIROGIANNIS, MA, ABD

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Dear Sir/Dear Madam:

Having contributed to the success of a leading academic institute of higher learning by orchestrating expert alignment of strategic management resources with student needs and organizational objectives, I am now seeking to join a company such as yours in the role of “**President**” With more than 20 years of experience providing advanced leadership, promoting best practices, and driving strategic analysis and planning, I feel confident in my ability to generate superior results for your team.

My roles in the past ranged from Department Chair of the 30+-program Department of Liberal Arts and Science and Briarcliffe College to Senior Paralegal/Office Manager of a real estate law firm. A sample of my highlights while in these and additional positions includes:

- Engage with learners in direct experience and focused reflection in order to increase knowledge, develop skills, clarify values, and develop people's capacity to contribute to their communities.
- Driving an increased emphasis on rigor and standard of quality across Department to improve student education experience, boost college reputation, and establish Briarcliffe as an institution with a high degree of academic integrity. Efforts included founding of Honors program, restructuring seminar programs to improve core learning objectives, revising of college's plagiarism program, and achieving reaccreditation of college without condition.
- Chartering the development and implementation of early identification system for at-risk students to promote early intervention and significantly improve chances of student success. Also developed and facilitated remedial orientations and workshop to improve at-risk student retention rates, and implemented use of self-paced program (My Foundations Lab) for all remedial classes to boost student foundational competencies.
- Launching a pilot initiative for Writing across the Curriculum program. Program was result of major effort to facilitate academic discourse among faculty and develop ad-hoc committee assessing viability of program at Briarcliffe.
- Strengthening department offerings by integrating core general education competencies into content areas of various programs.

I am equipped with exceptional skills in developing and deploying new tools and initiatives to improve student academic achievement, strengthen programs, and promote the highest level of academic integrity across organizations. In addition, I am a results-driven leader and dynamic and engaging speaker, with excellent teaching and presentation skills, and I offer a proven track record of skillfully and effectively building strong academic communities for students, faculty, and staff. Please note that I am willing to relocate. For a more detailed presentation of my skills and background, please review the enclosed resume and feel free to contact me at your earliest convenience. Thank you for your consideration.

Sincerely,

Peter E. Ziropiannis, MA, ABD