

# Robert Smith

## Student Advocate

### CONTACT DETAILS

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### PERSONAL STATEMENT

To obtain a Student Advocate position within an organization that will allow me the opportunity to maximize my potential by integrating my support expertise with all phases of business.

### WORK EXPERIENCE

#### **Student Advocate**

**BTS Overage Academy - August 2013 - 2015**

##### *Responsibilities:*

- Facilitated social and emotional groups with high school and middle school students, in the BTS Overage Academy, Utilizes Aggression Replacement, the therapy model.
- Assisted the teacher with behavior management support when needed.
- Collaborated with the teachers, Deans, and other Admin staff in order to increase the programs ability to effectively support the student population.
- Provided referrals for additional counseling when needed.
- Make daily notations regarding student progress.
- Implemented on-site social/emotional educational groups and provides individual counseling using the brief Therapy model.
- Provided one on one counseling to identify concerns and develop action plans Improved self-esteem of students who were not confident in their academic capabilities Managed a caseload of students, consisting of special needs, special education, gifted and talented students Completed data entry using ETO database As a Student Advocate I worked with one on one with some challenging student.

#### **Student Advocate**

**Delta Corporation - 2010 - 2013**

##### *Responsibilities:*

- NY Provided holistic representation, serving indigent clients in court from arraignment through dismissal, trial or disposition, and addressing.
- Provide representation for New York City residents in procedural and administrative law proceedings in the areas of public assistance, Medicaid/.
- Provide legal representation for undocumented minors who have been apprehended and placed into federal custody by the Department of Homeland Security.
- Manage a caseload of 25-30 students and ensure their academic, social, and personal success Schedule and participate in school visits, meetings with.
- Provide guidance, mentorship, and advisement to 17-25 high school junior and senior participants to help develop their educational goals.
- Identified warning signs of emotional and developmental problems through one-on-one assessments.
- Designed curriculums and led discussion groups on college and college

### SKILLS

Microsoft Office  
Proficient, Advocating  
Skills, Problem Solving  
Skills.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)