

3560 Harley Vincent Drive  
Garfield Heights, OH 44125  
Phone: 440-781-5075

### **Career Objective:**

I believe taking the right decision at the right time matters a lot in order to build a successful career. Students lack this quality as they are not mature and don't get proper guidance. I want to help such students by working as an academic advisor with your college and help them set and achieve academic as well as career goals.

### **Summary of Skills:**

- Strong student counseling experience and knowledge of academic learning process
- Excellent ability to converse in English and German language in writing and verbally
- Adept at collecting, compiling, and interpreting data and reports
- Skilled in preparing academic calendars for students and scheduling appointments
- Ability to take decisions, guide, and mentor students throughout their academic journey
- Skilled in analyzing and solving problems of students
- Expert in evaluating student records and working with 'at-risk students'

### **Work Experience:**

Academic Advisor  
St. Bishop's College, Garfield Heights, OH  
October 2014 - Present

- Providing pre-registration and general academic counseling to students
- Assessing students' records and working with 'at-risk students'
- Assisting students understand academic learning process and setting academic goals for them
- Evaluating interests and skills of students and searching them the right career
- Conducting workshops for students on various topics and solving their problems
- Maintaining complete and details records of students and serving as the first point of contact
- Providing support, guidance, and facilitating educational resources for students

#### Academic Advisor

Dolphin Community College, Garfield Heights, OH

February 2013 - September 2014

- Provided academic support and assistance to students in group and individually
- Maintained records of and evaluated effect of advices on students
- Personalized academic counseling according to financial background and intelligence level of students
- Helped students pick the right courses with career potential for the future
- Assisted students in admissions processes, hostel accommodation, library access, and enrolling in scholarship programs
- Drafted and distributed newsletters on college cultural and sports activities
- Participated in meetings of college advising committee and recommended professional development courses

#### **Education:**

- Bachelor's Degree in Social Sciences  
ABC University, Garfield Heights,  
OH 2012

**Reference:**

On request.