

ROBERT SMITH

Academic Advisor III

info@qwikresume.com | <https://Qwikresume.com>

Recent college graduate with a B.A. in Business Administration with a concentration in Marketing seeking a full time position that will enable me to demonstrate my strong organizational skills, customer service experience, and educational background.

SEPTEMBER 2006 - 2012

ACADEMIC ADVISOR III - ABC CORPORATION

- Reviewed credentials of applicants, verifying completion of Liberal Arts baccalaureate degree requirements.
- Decided petitions for course substitutions, waivers, and exceptions to requirements (as Graduation Coordinator).
- Assisted with the colleges baccalaureate awards dinner and three diploma ceremonies each year.
- Provided ongoing student advisement during peak registration periods and during orientations.
- Advised and counseled undergraduate students on degree programs, delivering small and large group workshops in a variety of settings.
- Spearheaded advising and registration presentations to 900 new and transfer students during 20 summer orientation sessions.
- Assisted students with course selection, evaluated students for readmission, reinstatement, dismissal, and withdrawal, utilizing critical decision-making skills in varied situations.

FEBRUARY 2003 - APRIL 2005

ACADEMIC ADVISOR - ABC CORPORATION

- Advised 200+ ethnically diverse freshman level students individually about choice of major, developing decision making skills, curriculum, program procedures, problem-solving, and career/life strategies.
- In addition, worked with a small team to advise and implement general policy for 3000+ sophomore, junior, senior and graduate level students about liberal studies curriculum and general issues.
- Mediate disagreements between administrators, instructors and students
- Served as member of Status Review Committee.
- Led and oversaw transfer student orientation events and returning student welcome back meetings.
- Participated as advisor in Pedagogy Workshop for graduate students.
- Ensure accurate and timely delivery of required books and study materials.

EDUCATION

PhD in Chicano History - (University of California - Davis, CA) Master of Arts in
Latin American History - (University of Wisconsin - Madison, WI)

SKILLS

Microsoft Office (5 Years)