

## Objective

Excellent written and oral communicator, thorough planner, and creative problem solver with strong people skills. Experienced high school and college teacher, coach, student advisor, and event planner, with expertise in writing, editing, and utilizing technology.

## Skills

Microsoft Office (Word, Excel, PowerPoint, Outlook) (10+ years), Bilingual: Spanish and English (10+ years)

## Work Experience

### Academic Advisor II

**Saint Leo University** - 2015 – Present

- Advised students on issues such as course selection, progress toward graduation, and career decisions.
- Registered students for courses and maintained accurate records such as transcripts and program evaluations.
- Conducted student recruitment through open houses, college fairs, and other events.
- Promoted the university by developing partnerships with industry and secondary education institutions.
- Responsible for social media marketing and analytics
- Grew social media following by 9.9% in the first three months.
- Directed a Fall Festival with over 20 participating vendors and advised the Student Ambassadors.

### Academic Advisor

**ABC Corporation** - August 2014 – December 2014

- Counseled domestic and International student population of over a 150 with regard to academic issues including degree requirements.
- Transferability of academic credit, leaves of absence, withdrawals from the University, and application of University policies
- Maintained updated degree plans
- Completed all necessary paperwork involved in the tracking and updating of student records including change of status petitions, transfer of credit evaluations, SAP forms, drop slips, and other tracking mechanisms as necessary
- Assisted with New Student Orientation and Graduation ceremonies and preparation of student records of graduation as needed, while initiated proactive goals to meet/exceed University retention goals
- Responded to academic and attendance problems with supportive and/or disciplinary action and met with instructors to assess students problems and needs
- Remained informed of financial aid regulations as related to students progress.

## Education

Professional Teaching Certification - Florida Department of Education in English -  
20140Master of Arts in Systematic Theology - (St. Vincent College)