

# Robert Smith

## *Student Academic Advisor*

### PERSONAL STATEMENT

My objective is to obtain a job where I can be a useful asset to the company as well as gain valuable experience to become a stronger employee. My hope is to use my past experiences to further my future career path to provide for my family and myself.

### WORK EXPERIENCE

#### ***Student Academic Advisor***

**ABC Corporation - August 2011 - May 2012**

##### *Responsibilities:*

- Counsel students regarding educational issues such as course and program selection.
- Prepare students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Provide students with information on such topics as college degree programs and admission requirements, and financial aid opportunities.
- Data entry of personal student information and records
- File and maintain records.
- Greet persons entering an establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Assisted students in course selections for current and future semesters.

#### ***Academic Advisor***

**ABC Corporation - 2005 - 2008**

##### *Responsibilities:*

- Advised students regarding academic curriculum requirements, university policies and procedures, major selection, transfer credit options, test-out options, graduation requirements, and academic program options from certifications to graduate degrees
- Evaluated transfer credits for prospective students and discussed alternative testing options
- Represented the department, as lead academic advisor, at orientations, recruitment events, and other outreach endeavors in the community
- Established collaborative relationships with faculty and department coordinators to better serve the holistic needs of students
- Provided basic financial aid advising for prospective and currently enrolled students.
- Advised students about attendance, grades, make-up work, and satisfactory progress.
- Provide students with resources for scholarship, grant, and job placement opportunities.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
**www.qwikresume.com**

### **SKILLS**

Plan, Design, And  
Perform Research (3  
Years), Microsoft Word,  
Powerpoint, And Excel (8  
Years), Photography (4  
Years), Child Care (4  
Years)

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## Education

Bachelor of Science in Biology - 2013(Young Harris College - Young Harris, GA)Neuroscience Premed Candidate - August 2011(University of Evansville - Evansville, IN)