

ROBERT SMITH

Senior Academic Advisor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Tenacious, results-driven professional seeking a challenging position that utilizes my experience in education, sales, marketing and business administration.

CORE COMPETENCIES

Proficient in Microsoft Word, Excel, and PowerPoint. (4 years), Marketing Research Experience (Less than 1 year), Integrated Marketing Communications.

PROFESSIONAL EXPERIENCE

Senior Academic Advisor

Cape Fear Community College - April 2015 – Present

Key Deliverables:

- Advise students about academic requirements and selection of courses.
- Review and interpret placement and other standardized test scores.
- Understand graduation requirements for degree, diploma, and certificate programs.
- Assist students with course registration process
- Assist students transferring to four-year institutions in understanding admission requirements and four-year degree plans.
- Serve as an academic advising resource for faculty and staff.
- Refer students to the appropriate specialized staff for issues such as comprehensive counseling, financial, assistance, and study abroad.

Academic Advisor

ABC Corporation - February 2003 – May 2004

Key Deliverables:

- Tutored students on material in study guide.
- Provided Financial Reimbursement Letters to customers upon request.
- Responded to customer inquiries via phone, letter and email.
- Utilized expertise in angel online learning system to become primary technical support resource.
- Ensure accurate and timely delivery of required books and study materials.
- Career planning with students including focus career assessment, and personality assessments.
- Assisted in the creation and maintenance of an undergraduate undeclared advising website.

EDUCATION

ROBERT SMITH

Senior Academic Advisor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

Bachelor's in Business Administration - August 1996(Marian University - Indianapolis, IN)Master's in Business Administration - (Indiana Wesleyan University - Marion, IN)

