

Robert Smith

Academic Advisor

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SUMMARY

Restaurant management for over 10 years. Retail sales for 5 years. Student academic work for 4 years. Like to work with the public and to have a leadership role to inspire fellow co workers to do their best.

SKILLS

writing, editing, screenwriting, Final Draft 9, Microsoft Office

WORK EXPERIENCE

Academic Advisor

ABC Corporation - April 2014 – Present

- Established and maintained relationships with high school students and their families regarding their progress towards graduation via phone, email, and some personal contact.
- Part of the leadership team for a state-mandated testing process; responsible for organizing staff participation, collecting student data, informing families of dates and locations, and monitoring attendance to report to the state.
- Fulfilled guidance counseling duties in regards to the college application process, student transcripts, scholarships.
- Assisted in other facets of the company, including recruitment and marketing opportunities.
- Involved in a number of committees including Student Council, Graduation, State Testing, Open House, and Retention Efforts.
- Utilized many areas of technology, including internet, student information system, and Microsoft Office.
- Created, managed, and maintained documents pertinent to job duties on a regular basis.

Academic Advisor

ABC Corporation - April 2010 – December 2013

- As an academic advisor I was a resource for students to aid with academic planning in obtaining a degree from BYU-Idaho
- I worked a total of nine semesters in this position in which I obtained a wide skill set
- I was required to have an extensive knowledge of university policies and procedures as well as specific information regarding the department of Performing and Visual Arts, which included students that had majors and minors in Music, Art, Theatre, and Dance
- I learned valuable skills in customer service and office procedures
- I was also promoted to the position of lead advisor, which required me to schedule the hours of the other advisors as well as shadow their performance
- Since April of 2011 I was also required to train all of the new advisors that were hired in our office, helping them to understand campus
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

EDUCATION

BA in Psychology - September 1999(Malone University - Canton, OH)High School Diploma - September 1996(Perry High School - Massillon, OH)