

Academic Advisor

ROBERT SMITH

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Objective

To provide quality work that will utilize my ambition, experience, and education and learn new professional skills Summary of Administrative Professional with: federal and state grant funded and regulated program experience

Skills

Advisor/Student Services, management, customer service, public qualifications relations, trainer, event coordinator,

Work Experience

Academic Advisor

ABC Corporation - 2010 - 2010

- Provide guidance to students in setting goals and achieving educational objectives
- Advised students on program requirements and registered students
- Developed Student Success Action Plans for students on warning/probation or in need of additional support
- Encouraged students to facilitate class attendance
- Coached students on course/program content in degree program of study through degree audits
- Ensured proper application of University policy and procedures
- Advised students on a course/program content in a degree program of study through degree audits

Academic Advisor

ABC Corporation - 2008 - 2010

- Advised students on program requirements and registered students
- Encouraged students to facilitate class attendance
- Composed Student Success Action Plans for students on warning/probation or in need of additional support
- Facilitated advising services, including evaluation of transcripts, incomplete grades, satisfactory academic progress and overall degree progress
- Key Contributions Increased blended/online student success rate by 35%
- Conducted Prior Learning Assessments to ensure proper application of University policy and procedures
- Advised students on course/program content in degree program of study through degree audits

Education

Masters in Criminal Justice/Psychology - (Tiffin University - Tiffin, OH) Master of Business Administration in Management - (American InterContinental University - Weston, FL)