

ROBERT SMITH

Senior Academic Advisor

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

SUMMARY

Experienced higher education professional with over 10 years of working experience. A dynamic relationship builder, recognized for event coordination and recruitment capabilities, focused on strategic processes that lead to advancement

CORE COMPETENCIES

Student Advising, Supervising

PROFESSIONAL EXPERIENCE

Senior Academic Advisor

Fresno Pacific University - February 2008 – Present

Key Deliverables:

- Responsible for assisting students with the admissions process including education planning, advisement, entrance to the program, and monitoring graduation requirements
- Maintain applicant information through comprehensive electronic data system as well as input all notes and pertinent information into Salesforce/CRM
- Continuously completing student appointments evaluating official transcripts, review their educational plan, assist with course registration, and maintain scheduled reviews to ensure completion of degrees
- Develop and maintain solid relationships with advisors from community colleges, provide crucial credit transfer information, and deliver classroom presentations
- Assist in the development and maintenance of the admissions and recruitment communication and marketing procedures
- Maintaining monthly tracking reports of pertinent marketing information activities, events, meetings, and mailings
- Organize and participate in the preparation and presentations for information meetings, student workshops, and student orientations.

Academic Advisor

ABC Corporation - March 2008 – November 2010

Key Deliverables:

- Provided academic advising to current and prospective students
- Provided a welcoming and positive onboarding experience for new students by hosting orientation sessions, familiarizing students with school resources.
- providing welcome packets and degree planning materials, and offering later office hours to accommodate working students
- Promoted student retention by planning and hosting degree planning workshops
- Facilitated a class designed to help freshmen become acquainted with university services by leading team building activities, scheduling training, and fostering discussions on issues such as conflict resolution and diversity

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- Encouraged positive morale and inclusion by planning and hosting community events such as the Happy HATS service project
- Clarified advisor expectations and responsibilities by writing a job manually to be used by current and future advisors.

EDUCATION

- Master of Arts in Leadership Studies - (Fresno Pacific University - Fresno, CA) Bachelor of Science in Psychology - (Fresno Pacific University - Fresno, CA)