

# ROBERT SMITH

## Lead Academic Advisor

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

An accomplished highly motivated academic advisor and exceptionally dedicated with a superb record of student support and satisfaction. Seeking a position in a challenging, stimulating and a people- oriented environment that will maximize and combine my business acumen and innate leadership mentoring, planning skills to build strong interdependent relationships; Allowing me to empower and achieve personal and professional academic success in the lives of others.

## EXPERIENCE

### Lead Academic Advisor

#### ABC Corporation - 2009 - 2012

- Assisted students in the successful completion of college education with a focus on providing holistic guidance for at-risk students.
- Enforced Student Academic Progress Policy (SAPP)
- Established methods of persistence and community building.
- Provided guidance for at-risk academic probation and suspension students.
- Attained knowledge of school curriculum and effectively advised students for registration and quarterly course planning.
- Created and implemented an Academic Success program for New Student Orientation to increase student persistence through awareness of student policies and procedures.
- Processed mid-term and final grades along with attendance probation and suspension reports throughout the quarter.

### Academic Advisor

#### ABC Corporation - 2007 - 2008

- Handled all incoming service-related inquiries via phone and electronic communication avenues.
- Provides general information to all students taking online courses and handles general requests.
- Provides follow-up to students with service-related requests as necessary
- Works with the Academic Advising team as needed to ensure all issues and inquiries are handled in a timely fashion Handled all incoming advising related inquiries such as course planning and course registration via telephone and electronic communication avenues for the assigned student population within established service metrics.
- Maintained plans of study for each assigned students and consults students on issues to assure academic success.
- Coordinated resolutions to cases involving advising issues for online students within 48 hours.

- 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

- Bachelor of Arts in English - (University of Colorado - Boulder, CO)

## SKILLS

Technical Proficiency Skills: QuickBooks: College Software: Banner, Campus View, Degree works, Microsoft Office: Word, Excel, Outlook, PowerPoint, reports, Track inventory, Prepare and print WPM: 55 (10+ years)