

# ROBERT SMITH

## Assistant Academic Advisor

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### SUMMARY

Driven, highly energetic education professional with experience in secondary and post-secondary education. Passionate and dedicated to student development and maximizing learning opportunities in diverse academic settings. Works with precision and initiative to help students achieve their academic goals.

### SKILLS

Microsoft Office (10+ years)

### WORK EXPERIENCE

#### Assistant Academic Advisor

ABC Corporation - February 2009 – June 2015

- Work with students with academic concerns and are in jeopardy of SAP dismissal.
- Put students on plans to help them achieve their goals of graduation.
- Work with Department chairs, registrar, SFS, tutoring, and admissions to make sure that customer service always excels.
- Responsible for all Disability Service students that require any assistance with accommodations in the classroom.
- Keep up with all ADA regulations and continue to obtain an education in the field
- Keep all accommodation files within the ADA and CS standards.
- Proctor all Compass assessments for a student who enrolls and students that need to retake assessment for the OTA program.

#### Academic Advisor

ABC Corporation - September 2013 – November 2014

- Key Achievements Efficiently and accurately scheduled students into courses
- Managed, informed, and counseled students on degree progress focused on their personal goals and professional success
- Maintained direct contact with students through both voice-to-voice and email contact, including the monitoring of their attendance and academic progress.
- Discussing and supporting the student as he or she resolves student issues both in and out of the classroom, informing and appraising students of available resources, and working with students to develop action plans
- Effectively accessed and performed assigned duties in required databases, including Campus Accounts Receivable System (CARS), CampusVue, and eCollege
- Worked directly and effectively with academic administrative staff and instructors in order to ensure student success
- Communicated and collaborated with other academic advisors, working in a team environment.

## SCHOLASTICS

- AOS - (Bryant & Stratton College) - (Midview High School)