

Robert Smith

Graduate Academic Advisor

CONTACT DETAILS

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PERSONAL STATEMENT

Administrative professional with 1 year experience handling faculty, staff, and student concerns. Successful in developing strategies to help regulate office functions. Diversified skills include data/spreadsheet management, coordinating faculty, student, and staff, administrative support, confidentiality, and analytical skills.

WORK EXPERIENCE

Graduate Academic Advisor

ABC Corporation - April 2007 - June 2014

Responsibilities:

- Provide student counseling regarding curriculum and career choices for an online university with a student base of 30,000 plus.
- Individual caseload varying 1200-1700; ranging from Associate to Doctorate level.
- Provided in-depth analysis/mentoring for at-risk students to provide solutions to common academic barriers.
- Created a partnership and a written plan to promote individual and program success.
- Assisted in the development of course sequencing guidelines, in addition to serving on Graduation committee, Retention Summit Student Panel, NACADA committee, etc.
- Student Services Specialist Provide student monitoring and case management for Associate to Doctorate level with a caseload of 3000-4000.
- Primary focus on building successful relationships, conflict resolution, promoting exceptional customer service, and providing every necessary resource to a student to aid academic success.

Academic Advisor

ABC Corporation - October 2013 - April 2014

Responsibilities:

- Responsibilities Assist jobseekers in creating career profiles by determining levels of experience, interest, and education background.
- Excellent verbal and written communication skills needed to conduct each candidates screening.
- Advised and marketed education matches by level of degree, major, and school based on needs of the candidate/applicants desire to further education Accomplishments The impact I had during my time with Softrock was my high level of quality and efficiency with each candidate
- User ratings were never less than excellent for all those I was honored to speak with.
- This type of quality and service keeps a business striving and keeps the branding moving upward.
- Skills Used Multi-tasking between two computer screens, with 10 online portals to provide and match efficiently while handling the calls; Customer service; Strong verbal communication skills; Strong written

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SKILLS

Teaching, Microsoft word, Coordinator (2 years), Educator, Excel, Leadership, Data Entry, Data Analysis, Database Management, Event Planning, Research, Receptionist, Spreadsheets, Sales, Spanish, Powerpoint, Publisher, Data Analysis (2 years), Data Analysis (2 years)

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

communication skills; Knowledge of programs and definitions;

- 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

Master of Science in Organizational Leadership - (Columbia Southern University - Orange Beach, AL) Bachelor of Science in Criminal Justice - (Columbia Southern University - Orange Beach, AL)