

SARPONG PHOEBE DWUMFOUR

STUDENT COUNSELLOR

0591860630/Pdwumfour97@gmail.com

PROFILE

A dedicated and results-driven Student Counselor with a background in Business Administration, guiding students through international education pathways. Adept at assessing academic profiles, aligning career goals with suitable programs, and providing end-to-end support from application to visa processing. Known for building strong student relationships, and consistently achieving high student success and visa approval rates. Combines strong organizational, communication, and interpersonal skills with a business-minded approach to deliver practical solutions for aspiring students.

WORK EXPERIENCE

STUDENT COUNSELLOR

ACE STUDY ABROAD

January 2024 to date

- Provided personalized counseling to students seeking higher education opportunities abroad, including countries like the USA, UK, Canada, Australia, and European nations.
 - Assessed academic backgrounds, career goals, and financial situations to recommend suitable universities, programs, and countries.
 - Guided students through the entire application process, including course selection, university shortlisting, document preparation, and deadline management.
 - Assisted students with SOP (Statement of Purpose)
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EDUCATION

UPSA

2023-2025

B.A. in Business Administration

CERTIFICATIONS

- CIM UK LEVEL 4
- BUSINESS ADMINISTRATION

SKILLS

- Student Counseling & Academic Advising
- International Education Systems (USA, UK, Canada, Australia, Europe)
- University & Program Shortlisting
- Visa Application Guidance
- Statement of Purpose (SOP)