

Tera Cash

Academic Advisor

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(123) 456-7890

Miami, FL

[LinkedIn](#)

WORK EXPERIENCE

St. John's University - Academic Advisor

2019 - current

Miami, FL

- Guided 4K+ students yearly in setting and achieving academic goals during and after school
- Ensured application of university policies and procedures, reducing discipline issues by 34%
- Formulated e-learning strategies, increasing online student success rate by 29%
- Advised students on academic programs based on interests, increasing graduation rate to 87%
- Created workshops to help students navigate class schedules, boosting attendance by 12%

Bottom Line - Academic Advisor

2011 - 2019

Miami, FL

- Aided students in transferring to universities, and scheduled 4-5 one-on-one meetings per day
- Created monthly academic-related activities to increase student involvement and engagement
- Contributed to a 22% increase in GPA scores via initiation of 3 AP programs, including English
- Surpassed registration goals in 4 consecutive semesters, and increased graduation rate by 8%

SEO Scholars - Academic Advisor

2004 - 2011

Miami, FL

- Led orientation for 800+ students yearly, prepared student records, and designed new administration goals, increasing student satisfaction by 24%
- Responded to academic issues, implemented disciplinary and/or supportive actions, and discussed student problems and/or needs with instructors
- Maintained records, including transfers, drop slips, change of status petitions, and SAP forms
- Helped students apply for scholarships, internships, and grants, with successful students securing an average of \$37K a year
- Maintained direct contact with future students, via one-on-one communication, emails, phone calls and mails, achieving a 43% enrollment rate

EDUCATION

University of Florida - Bachelor of Science, Psychology

1998 - 2002

Gainesville, FL

SKILLS

Verbal Communication; Teamwork; Public Speaking; Research; Data Management