
ACADEMIC ASSISTANT RESUME

Objective:

To obtain an Academic Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

Summary of Skills:

- Huge experience with class registration, mid-term and final rosters
 - Deep knowledge of processing of student evaluations
 - Excellent organizational, interpersonal and customer service skills
 - Detail oriented and self-motivated approach to the work
 - Ability to work in a fast-paced environment
 - Proficient in MS Office Suite (Excel, Outlook, PowerPoint, Word)
-

Work Experience:

Academic Assistant
Strayer University, Beaverton, OR
August 2005 to till date

- Assisted Campus Dean with daily academic department requirements.
- Scheduled and tracked appointments with Campus Dean.
- Guided and assisted students as per the need.
- Assisted to prepare statistical reports as instructed by Campus Dean.
- Maintained employment packages.
- Assisted in hiring process of new faculty members and academic staff.

Academic Assistant
Johns Hopkins University, Beaverton, OR
May 2000 to July 2005

- Developed, implemented and maintained front office systems.
 - Maintained calendars, scheduled meetings, lectures and courses.
 - Coordinated travel arrangements, reimbursements and checked requests
 - Assisted with orientation and trained temporary and permanent staff.
 - Handled office purchasing, mail delivery, faxes, copying and filing.
-

Education:

Bachelor's degree in Special Education
George Washington University, Washington, DC

[Build your Resume Now](#)