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## Academic Mentor Resume

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### Job Objective

Seeking a Academic Mentor position in an organization where I can utilize my skills and be an asset to the employer.

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### Highlights of Qualifications:

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- Substantial experience of delivering academic support and mentoring assistance to students
  - Extensive knowledge of student counseling, assessments, and case management practices
  - Operational knowledge of word processor, spreadsheet program, and internet applications
  - Familiarity with educational grants, scholarships, and other financial aid resources
  - Ability to counsel students on academic development and learning strategies
  - Ability to deal with first generation, low income, and disabled students, tactfully
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### Professional Experience:

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Academic Mentor  
AST Tutoring Services, Louisville, GA  
August 2012 – Present

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### Responsibilities:

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- Supervised and guided students in completing all academic paperwork, as required.
- Provided information and delivered assistance to students regarding scholarship and grant opportunities.
- Mentored students and tracked their academic performance, in an efficient manner.
- Liaised with teaching staff and monitored classroom activities, as needed.
- Developed, maintained, and reviewed academic progress reports of all students.
- Built and maintained effective working relationships with departmental staff, teachers, and administrators.

Academic Mentor  
Creative Explorers-Reynoldsburg City Schools, Reynoldsburg, OH  
May 2009 – July 2012

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### Responsibilities:

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- Planned, prepared, and implemented student-oriented academic mentoring program.
  - Provided tutorials and presented learning strategies to all assigned students.
  - Identified and utilized relevant community resources to improve students' academic performance.
  - Monitored and reviewed student academic progress in examinations, in a timely manner.
  - Authored and submitted all required reports, accurately and on time.
  - Established and maintained cordial relationships with teaching faculty and child-welfare community.
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### Education:

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Master's Degree in Counseling  
Jackson State University, Jackson, MS

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