
Academic Registrar Resume

Job Objective

To gain employment as Academic Registrar where I can use my skills in planning and coordination.

Highlights of Qualifications:

- Exceptional experience in monitoring registrar services for higher education services
 - Wide knowledge of student management systems
 - Proficient with Microsoft Office Suite: Word, Excel and Outlook
 - Ability to resolve all academic issues
 - Ability to multi task and prioritize work
 - Ability to oversee course registration and grade submission processes
 - Ability to communicate with all clients
 - Ability to administer student databases
 - Familiarity with academic policies and practices
-

Professional Experience:

Academic Registrar
Shenandoah University, Riverhead, NY
August 2007 – Present

- Supervised various activities of all student academic life and monitored finances.
- Coordinated with various head of departments to prepare academic calendars.
- Administered academic functions and ensured optimal level of quality.
- Maintained statistical figures for all student academic activities.
- Evaluated all administrative academic policies and recommended changes.
- Implemented various academic policies and procedures according to council.
- Supervised preparation of all time tables for lectures within faculties.
- Developed and implemented various academic programs.

Academic Registrar
Brown Mackie College, Riverhead, NY
May 2004 – July 2007

- Coordinated with head of department and performed regular appraisals.
 - Participated in various graduation ceremonies for diploma and graduate students.
 - Assisted board members in various secretarial services.
 - Maintained data for all student results and associate activities.
 - Developed and implemented various academic programs for students.
 - Assisted head of departments to develop programs for curriculum.
 - Evaluated admission of students as per required qualification programs.
 - Designed strategies to eliminate all kinds of malpractice.
-

Education:

Bachelor's Degree in Economics
Boise State University, Boise, ID

[Build your Resume Now](#)