
Academic Specialist Resume

Job Objective

Academic Specialist seeking position in which my training and experiences can help increase the client base and growth of the company.

Summary of Qualifications:

- Vast experience working with the community organizations and schools
 - Excellent knowledge of youth development principles and practices
 - Extensive knowledge of Undergraduate Admissions and Degree Certification, and Curriculum
 - In depth knowledge working with multiple databases and student platforms
 - Profound ability to adapt to new and rapidly changing situations
 - Superior problem solving and time management skills
 - Excellent verbal and written communication skills
 - Remarkable ability to work independently and in a team environment
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Work Experience:

Academic Specialist, May 2006 – Present
Laureate Education, Morrisville, NC

- Assisted with recruiting and selecting the eligible project participants.
- Coordinated academic tutoring and assisted the faculty.
- Administered enrichment activities for student participants.
- Conducted seminars, workshops and presentations on life and soft skills.
- Documented tutoring services and monitored grades and reports.
- Ensured that the participants' performance and progress is consistent and reach Student Success Program expectations.

Academic Specialist, March 2003 – April 2006
Gear UP, Morrisville, NC

- Identified academic needs of the students and acted accordingly.
 - Managed to deliver supplemental academic and instructional support services.
 - Promoted, supported, and encouraged student participation in all the activities.
 - Computed all activities and services data to generate relevant reports.
 - Generated reports on a weekly, quarterly, semester, and annual basis.
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Education:

Bachelor's Degree in Liberal Studies & Education, San Antonio College, San Antonio, TX

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