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## Academic Specialist Resume

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### Job Objective

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

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### Summary of Qualifications:

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- 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:

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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:

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

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