
Academic Support Resume

Job Objective

Seeking a position as Academic Support in a reputed organization where I can utilize my knowledge and experience.

Summary of Qualifications:

- Extensive knowledge of educational systems applications
 - Profound knowledge of academic requirements as stated in the University catalogs
 - Sound knowledge of computerized student information systems, database systems development and administration
 - Skilled in Microsoft Office Applications, especially Word, Outlook and Excel
 - Exceptional ability to apply rule sets to complex information using logic, analytical techniques and deductive reasoning
 - Uncommon ability to manage sensitive and confidential issues
 - Excellent written and verbal communication skills
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Work Experience:

Academic Support, August 2005 – Present
North Plainfield Public School, Pierre Part, LA

- Accompanied curriculum deans and academic program directors to establish necessary degree and program requirements within the degree audit system.
- Supported functions for the degree audit system and student information system.
- Communicated with the student information system and the degree audit development team.
- Conducted training with advisors, academic departments and students concerning implementation and ongoing usage of the degree audit and student information systems.
- Represented the Academic Administration and Services Department in discussions and negotiations.
- Solved problems with vendors, contractors and other external parties.
- Identified and analyzed operational procedures to improve productivity and efficiency.

Academic Support, May 2000 – July 2005
Princeton University, Pierre Part, LA

- Analyzed performance of student, matched against Connections Academy curricular options and suggested courses of study appropriate for each student.
 - Examined Individualized Education Programs (IEPs) and other Special Educational documentation for compliance and completeness.
 - Evaluated transcripts and determined transferable credit.
 - Interacted with Principals and Teachers to determine appropriate placements for students and families with specific needs.
 - Manipulated reports utilizing the Learning Management System.
 - Administered accounts in the Connections Academy Learning Management System and other third party accounts.
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Education:

Bachelor Degree in Education, William Carey College, Mississippi, MS
Masters Degree in Education Administration, DeVry University–Kansas City, Missouri, MO

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