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## College Academic Advisor Resume

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### Job Objective

College Academic Advisor seeking opportunity to put training and experience to work for growing organization.

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### Summary of Qualifications:

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- Remarkable experience working in a service-oriented environment and university setting
  - In-depth knowledge of the college academic majors and requirements
  - Wide knowledge of academic program development, and corresponding program management and administrative functions
  - Familiar with the various support services at the college
  - Proficient with Microsoft Office Suite
  - Strong problem solving and time management skills
  - Ability to manage multiple tasks and successfully meet deadlines
  - Ability to interact with student and co-worker effectively
  - Ability to work with admissions and registration personnel
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### Professional Experience:

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College Academic Advisor, August 2005 – Present  
Boston University, Norristown, PA

- Presented academic counseling and planning services to a diverse student population.
- Clarified values and goals for students and explained educational options and admission procedures.
- Offered the academic and personal support to guide students through the course selection process.
- Analyzed and evaluated the students educational progress by performing academic progress audits.
- Developed and maintained the student files, databases and records, prepared activity reports and analysis.
- Provided advise on specific programs and to specific student groups.

College Academic Advisor, May 2000 – July 2005  
Excelsior College, Norristown, PA

- Provided advice to the students about degree requirements, course selection and academic policies.
  - Maintained student records and monitored academic progress and performance of advisees.
  - Planned, developed and implemented the advising, outreach and retention initiatives.
  - Participated in all orientation, advising and registration periods.
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### Education:

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Bachelor's Degree in Counselling, Frank Phillips College, Borger, TX  
Master's Degree in Counselling, Hawaii Pacific University, Honolulu, HI

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