
College Registrar Resume

Job Objective

Seeking a College Registrar position where I can use my abilities to help your company advance.

Highlights of Qualifications:

- Wide experience of managing activities for college registrar activities
 - Exceptional knowledge of college administration and clerical work
 - Outstanding knowledge of college regulations and practices
 - Familiarity with Datatel student records modules
 - Proficient with Astra Scheduling software, SEVIS web tools, and finance modules
 - Good understanding of college administration and clerical work
 - Solid understanding of budget and finance modules and scheduling software
 - Ability to complete work within timeframe
 - Ability to maintained academic records for various students
 - Ability to multitask and prioritize work
 - Ability to maintain confidentiality of all student information
 - Ability to write and present proposals and reports effectively
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Professional Experience:

College Registrar
Brown Mackie College, Roseville, CA
August 2007 – Present

- Supervised various admission tests for all prospective students in college.
- Maintained security for all student admissions and academic records.
- Administered requests from students for all student programs for course changes.
- Established appropriate course schedule for students as per requests.
- Organized registration process for students on quarterly basis.
- Coordinated with ADDs and ensured appropriate enrollment of all students.
- Developed and maintained attendance procedures for students.
- Generated reports for external staff members.

College Registrar
Blue Cliff College, Roseville, CA
May 2004 – July 2007

- Maintained academic records for students to ensure integrity.
 - Developed official transcripts for all students and college alumni.
 - Coordinated with students to resolve registration associate issues.
 - Performed audit on college records for various administrative documents.
 - Analyzed student requirements for various programs and performed audit.
 - Reviewed various post secondary transcripts for all transfer credits.
 - Administered college course schedule process for academic calendar.
 - Managed processing of transcript for all enrollment verification.
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Education:

Bachelor's Degree in Business Administration
Saint Louis University, Saint Louis, MO

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