
Educational Advisor Resume

Job Objective

Seeking an Educational Advisor position with challenging organization in which to enhance and further my expertise and training in the field and to help organization meet their long-term goals.

Highlights of Qualifications:

- Remarkable experience working with high school age students
 - Profound knowledge of developmental needs of age group
 - Sound knowledge of barriers faced by low income and first generation students
 - Ability to facilitate, manage, implement and evaluate assigned student services within target schools
 - Ability to plan and execute complex service schedule and record keeping
 - Ability to learn and retain a wide range of career and college knowledge and information
 - Ability to work successfully with a diverse population of students, families, and professionals
 - Ability to facilitate, manage, implement and evaluate assigned student services within target schools
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Professional Experience:

Educational Advisor, August 2005 – Present
Johns Hopkins University, Marquette, MI

- Conducted the telephone interviews to screen initial questions from potential student applicants.
- Completed the applicant qualification process to analyze their eligibility for admission by reviewing ACT and SAT test scores.
- Completed the student application process by acquiring the application fee and the student application form.
- Worked towards the department's goals and objectives.
- Maintained enrollment management records and completed all standard reports and adhoc reports, when needed, on time.

Educational Advisor, May 2000 – July 2005
Rio Hondo College, Marquette, MI

- Provided school site training and assistance regarding educational procedures.
 - Facilitated the meetings with school instructional leadership team to enhance teaching and student performance.
 - Collected the formative evaluation information and troubleshoot at school sites.
 - Provided the necessary reports as directed by the Senior Advisor, Learning Teams.
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Education:

Bachelor's Degree in Education, Paul Smiths College, Paul Smiths, NY
Master's Degree in Education, Delta College, University Center, MI

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