
Higher Education Consultant Resume

Job Objective

To obtain a Higher Education Consultant position that fully utilizes my experience and abilities.

Areas of Excellence:

- Remarkable experience in academic teaching and curriculum development
 - Proficient with E-Sped computer system, human Resources, Benefits, Payroll, General Ledger
 - Ability to plan, research and formulate technical training materials
 - Ability to administer multiple complex software products
 - Ability to develop and maintain course curriculum, instructor presentations, and student manuals
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Professional Experience:

Higher Education Consultant

Arora, Batesville, MS, August 2005 – Present

- Managed prevention of duplication in campus and extension course offerings.
- Established and managed scholarship, loan and grants programs.
- Imparted aid to higher education institutions.
- Carried out higher education research and educational studies.
- Assessed State Board of Continuing Education Units applications.

Higher Education Consultant

KMIT Inc., Batesville, MS, May 2000 – July 2005

- Imparted assistance to school districts.
 - Maintained records and formulated reports.
 - Extended aid in policy analysis and establishment of state plans.
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Education:

Bachelor's Degree in Computer Science

Graceland University, Iowa, IA

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