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## International Credential Evaluator Resume

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### Job Objective

To use my abilities and training as an International Credential Evaluator to help growing company meet or exceed overall goals while also enhancing my career.

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### Highlights of Qualifications:

- Hands-on experience in research and evaluation of international educational credentials, transcripts and systems
  - Immense knowledge of US education system and different types of student Visa
  - Operational knowledge of MS Office Suite, email program and student information system
  - Familiarity with college admission, application processing and transfer articulation process
  - Ability to manage and complete all assigned tasks in a timely manner
  - Ability to work with all team members in a productive and positive manner
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### Professional Experience:

International Credential Evaluator  
CGFNS International, Beaufort, SC  
August 2012 – Present

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### Responsibilities:

- Investigated and evaluated all foreign academic credentials and transcripts.
  - Adhered to established educational guidelines and policies and performed credential evaluations accordingly.
  - Researched various international education systems and prepared appropriate resources.
  - Received and maintained archive of catalogs and documents from international institutions.
  - Ensured genuineness of submitted documents and changed foreign credits to US university system equivalent.
  - Developed and maintained positive relationships with clients and institutions.
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International Credential Evaluator  
Michigan State University, Beaufort, SC  
May 2009 – July 2012

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### Responsibilities:

- Established and maintained strong professional relationships with national and international University and College-based offices.
  - Managed and evaluated international education credentials and transcripts.
  - Obtained, checked and verified all mandatory documents from foreign institutions.
  - Interpreted and followed government and university regulations and policies, as applicable.
  - Created and maintained international credential evaluation reports and articulation records.
  - Attended international education conferences and completed international credential trainings, as directed.
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### Education:

Bachelor's Degree in Fine Arts  
Neumont University, Salt Lake City, UT

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