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# PEER ADVISOR RESUME

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## Career Objective:

Using my past experience as a Peer Advisor to help you work within your organization to benefit everyone.

## Summary of Qualifications:

- In-depth knowledge of County community resources and public transportation
- Sound knowledge of the process of mental illness
- Good understanding of needs of mentally and emotionally disturbed individuals
- Proficient in MS Office Suite – Word, Excel and MS Access
- Ability to determine when additional intervention and monitoring is required
- Strong project management and organizational skills
- Superior communication and interpersonal skills
- Excellent customer service skills

## Work Experience:

Peer Advisor, August 2005 – Present  
Wesleyan University, Salida, CO

- Informed and guided students about academic resources available and provided referrals.
- Prepared and facilitated academic support workshops focusing on time management, public speaking, and studying and exam preparation strategies.
- Advised on effective time management, studying and exam preparation.
- Planned and implemented extended orientation programming.
- Organized training sessions throughout the fall and spring semesters.
- Monitored peer advisor list serves correspondence.

Peer Advisor, May 2000 – July 2005  
Georgetown University, Salida, CO

- Checked students in to see appropriate advisors.
- Handled telephone inquiries.
- Gathered and sorted mail.
- Advised first and second semester freshmen students.
- Helped with special projects.

## Education:

Bachelor's Degree in Business Administration, Hamline University, Saint Paul, MN

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