
Student Advocate Resume

Job Objective

Pursuing the opportunity to enhance my career and use my skills to their fullest by securing a Student Advocate position with reputable company.

Highlights of Qualifications:

- Excellent experience in developing resolving strategies after conflicts
 - Sound knowledge of managing youth development activities
 - Profound knowledge of managing CRM for students
 - Ability to maintain a high volume of calls and emails
 - Ability to manage large and small group of students and parents
 - Proficient in maintaining confidentiality of information
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Professional Experience:

Student Advocate
DeVry Education Group, Seneca, SC
August 2012 – Present

Responsibilities:

- Monitored various resident undergraduate and graduate programs for retention of students.
- Administered everyday incoming calls and resolved majority of issues.
- Ensured compliance to university policies and ensured optimal customer services.
- Developed and maintained effective relations with undergraduate and graduate students.
- Administered various departments on campus and assisted to resolve issues.
- Participated in summer orientation programs and assisted in event planning set up.

Student Advocate
Berkeley College, Seneca, SC
May 2009 – July 2012

Responsibilities:

- Monitored caseload of students and coordinated with young people and tutors.
 - Developed and maintained professional relationship with staff members.
 - Maintained and updated case notes for individual students on a regular basis as per policies.
 - Participated in case management sessions and designed appropriate strategies.
 - Analyzed project requirements and provided support to objectives.
 - Assisted students with academic and personal projects to achieve objectives.
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Education:

Bachelor's Degree in Child and Adolescent Development
San Diego State University, San Diego, CA

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