
Student Liaison Officer Resume

Job Objective

To secure a Student Liaison Officer position within a fast growing organization in which my expertise can help the organization meet their goals.

Highlights of Qualifications:

- Remarkable experience of working in an administrative environment
 - Exceptional knowledge of good office practice, implementing policies and procedures
 - Sound knowledge of using the student records system, SITS
 - Proficient in MS Office suite
 - Excellent communication and interpersonal skills
 - Ability to assert authority and build positive relationships with young people
 - Ability to demonstrate flexibility in order to adapt to College requirements
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Professional Experience:

Student Liaison Officer
Havant, Pittsburgh, PA
August 2005 – Present

- Monitored student's behavior and ensured adherence to College Code of Conduct and Health and Safety policies.
- Ensured all areas within the College are maintained to a high standard at all times.
- Advised and guided where relevant and liaised with the students union.
- Assured Health and Safety Regulations are observed at all times.

Student Liaison Officer
Kingston University, Pittsburgh, PA
May 2000 – July 2005

- Identified weak students and directed them to appropriate sources of assistance.
 - Improved support services to students.
 - Provided administrative support on behalf of the Faculty.
 - Reported data and outcomes to relevant Faculty committees.
 - Reviewed and developed administrative policy and processes
 - Assisted with the organization of enrolment and presentation ceremonies.
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Education:

Bachelor's Degree in Communications
Peninsula College, Port Angeles, WA

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