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## Student Services Coordinator Resume

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### Job Objective

Student Services Coordinator with excellent skills and the ability seeking to work for your company.

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### Highlights of Qualifications:

- Substantial experience of coordination and delivery of academic advising and student support services
  - Extensive knowledge of student guidance, mentoring, and development practices
  - Operational knowledge of Microsoft Office Suite, Filemaker Pro, and Adobe Acrobat software
  - Familiarity with cultural diversity concepts and customer service tactics
  - Ability to organize and conduct student-oriented workshops and events
  - Ability to track and improve all students' learning progress and continued attendance
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### Professional Experience:

Student Services Coordinator  
Corinthian Colleges – Concord, CA  
August 2012 – Present

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### Responsibilities:

- Organized and coordinated student orientation program and graduation ceremony.
  - Prepared and distributed newsletters to students regarding all campus events.
  - Monitored and managed various support services and co-curricular activities for students.
  - Identified at-risk students and provided appropriate interventions in collaboration with other departments.
  - Handled and resolved various queries and concerns of students, in an effective manner.
  - Interpreted and adhered to all applicable government and institutional regulations and policies.
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Student Services Coordinator  
Corinthian Colleges – Milpitas, CA  
May 2009 – July 2012

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### Responsibilities:

- Planned, coordinated, and conducted student-oriented educational workshops and programs.
  - Created and provided informational materials and educational presentations to students.
  - Sourced and provided referral to appropriate educational and professional resources and support services.
  - Monitored and evaluated the learning progress of all students, as required.
  - Hired, trained, and supervised the assigned team of subordinate workers.
  - Established and maintain positive relationships with all departments and students.
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### Education:

Bachelor's Degree in Political Science  
Central State University, Wilberforce, OH

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