
Study Abroad Advisor Resume

Job Objective

To obtain a position as a Study Abroad Advisor with growing organization where there is room for advancement within the field.

Summary of Qualifications:

- Outstanding experience of working in intercultural environment and advising, counseling, and mentoring college students
 - Exceptional knowledge of implementing study abroad enrollment management software
 - Proficient with Microsoft Word, Outlook, FileMaker & Dreamweaver
 - Ability to make suitable decisions
 - Ability to provide leadership to the graduate program
 - Ability to define the strategic goals associated with study abroad
 - Ability to juggle multiple tasks and work under pressure
 - Strong communication skills (interpersonal, oral, written)
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Work Experience:

Study Abroad Advisor, August 2005 – Present
University of Missouri, Providence, RI

- Served as primary advisor for educational opportunities in assigned regions.
- Advised students, staff and parents on opportunities for study abroad and administrative policies and procedures.
- Coordinated admissions process and country-specific orientations for assigned regions. Managed problems and special situations.
- Evaluated current programs and identified new study abroad program.
- Coordinated comprehensive pre-departure orientations.

Study Abroad Advisor, May 2000 – July 2005
Suffolk University, Providence, RI

- Advised prospective and current students.
 - Developed program marketing materials.
 - Prepared pre-deviation orientation course materials.
 - Performed orientations sessions.
 - Collected program deposits.
 - Edited and revised the program website.
 - Compiled program reports and statistics.
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Education:

Bachelor's Degree in Business Administration, Western States Chiropractic College, Portland, OR

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