
Transcript Evaluator Resume

Job Objective

Want to work as Transcript Evaluator and contribute towards the success and growth of your company.

Highlights of Qualifications:

- Highly experienced in evaluation and verification of transcripts and reporting on outcomes
 - Operational knowledge of Banner SIS, MS Office software and student administration software
 - Outstanding knowledge of transfer credits review and records management
 - Familiarity with data audits and report generation practices
 - Ability to review transcripts and academic credentials of various educational institutions
 - Ability to handle and work with confidential information and records
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Professional Experience:

Transcript Evaluator
Houston Community College, Manchester, MO
August 2012 – Present

Responsibilities:

- Conducted transcript evaluations and entered credit information into student information system, in a timely manner.
- Answered all phone calls and email queries related to transfer credits and transcripts evaluation.
- Examined, verified and processed applications for admissions and paperwork for registration.
- Compiled course descriptions for review and evaluated accreditation standards of institutions.
- Contacted and liaised with various colleges for document verification and of registration issues.
- Prepared and maintained transcript evaluations, articulation reviews, and student files.

Transcript Evaluator
St. Louis Community College, Manchester, MO
May 2009 – July 2012

Responsibilities:

- Evaluated transcripts and determined academic accreditation status, accurately.
 - Worked with and guided enrollment staff with applications and transcript evaluations.
 - Educated and advised students regarding transfer issues and program requirements.
 - Handled, investigated and resolved transfer credit evaluation issues.
 - Prepared and maintained accurate records and files related to student transcripts and evaluations.
 - Developed, implemented and maintained computerized degree audit system.
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Education:

Master's Degree in English
Buena Vista University, Storm Lake, IA

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