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## Transcript Evaluator Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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:

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

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### Responsibilities:

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- 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

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### Responsibilities:

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- 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:

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

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