
University Registrar Resume

Job Objective

Seeking an University Registrar position where I can use my abilities to help your company advance.

Highlights of Qualifications:

- Profound experience in managing student management systems for university
 - Outstanding knowledge of customer service procedures
 - Exceptional knowledge of planning and scheduling techniques
 - Ability to maintain student academic records as per regulations
 - Ability to plan and manage transition processes for new student
 - Ability to recommend improvement to registrar functions
 - Ability to manage academic Information relating to students
 - Proficient with Word, Excel, PowerPoint and Outlook
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Professional Experience:

University Registrar
University of Nebraska, Huntsville, AL
August 2007 – Present

- Provided support to all programs for university and ensured smooth functioning.
- Evaluated degree candidates functions for graduation ceremony.
- Coordinated with designated school officials for various registry functions.
- Ensured compliance to all satisfactory academic progress policy regulations.
- Coordinated with support staff and external agencies to prepare reports.
- Monitored attendance processes as per required procedures.
- Collaborated with ADDs and ensured efficient enrollment process for all students.
- Organized registration process in university on quarterly basis.

University Registrar
Alabama A&M University, Huntsville, AL
May 2004 – July 2007

- Supervised everyday operations of University unit for students.
 - Developed annual budgets for university registration process and analyzed productivity.
 - Monitored participation of all student athletic programs.
 - Designed and published university information in various programs.
 - Determined efficient organizational structure to achieve organization objectives.
 - Developed and implemented all short and long term objectives.
 - Maintained and provided upgrade to all information infrastructure for university.
 - Participated in student registration programs and prepared class schedule.
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Education:

Associate Degree in Business Administration
Northern Virginia Community College, Annandale, VA

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