ROBERT SMITH

Academic Consultant

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Motivated, enthusiastic academic, and efficient in all aspects of the college admissions process including student outreach and recruitment.

EXPERIENCE

Academic Consultant

ABC Corporation - MAY 1998 – OCTOBER 2010

- Does brand presentation.
- Make quotations.
- Analyzed the historical purchasing data to discover the spend structure and map of vendor relationships.
- Completed request for quotation (RFQ) process and vendor consolidation plan to target potential suppliers.
- Drafted pricing negotiation plans for the University to get the expected 10% cost reduction.
- Business funded college applications, college preparatory exams, and housing while in college.
- Taught clients the skills needed to improve learning such as study habits, organizational skills, and comprehension.

Academic Consultant

Delta Corporation - 1996 – 1998

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EDUCATION

- M.A in Linguistics/Spanish - 2014(West Virginia University - Morgantown, WV)

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SKILLS

Types At 80+ WPM, Fluent In Web Technology, Sharp And Outspoken At Appropriate Times.