

## Objective

Highly motivated Academic Coordinator is seeking a position that will fully utilize an in-depth background in education. Experienced in working with all academic constituencies, grant application and management, and team building. Advanced skills in communication, retention related issues, and providing counseling services to students with sensitivity to developmental needs.

## Skills

Data Entry, Customer Service, Training & Development, Recruiting,

## Work Experience

### Academic Coordinator - Part Time

**ABC Corporation** - June 2008 – September 2009

- Works closely with the Upward Bound Director in overseeing the Academic and cultural development of students in the program.
- Supervises academic instructors and tutors, cultural and recreational staff.
- Determines materials required for academic, cultural and recreational activities.
- Assist in assessing the needs of students served.
- Work with high school students to get them prepared for college.
- Conduct field trips to visit Universities and Programs Trained in accessing and data entry into the Blumen Software. Experience in working with first-generation, minority and low-income students.
- Experience in working with families Conducted and organized various workshops and programs for the students.

### Academic Coordinator

**ABC Corporation** - 2003 – 2008

- Maintained regular academic year travel to target high schools.
- Developed and maintained relationships with target high school staff.
- Identified, recruited, interviewed, and assisted in the selection of participants.
- Accompanied student groups on local and extended college visits.
- Planned and implemented all academic-related activities (academic year and summer).
- Provided individual and group academic advising to ensure appropriate course selection and progress.
- Prepared and implemented student recruitment presentations.

## Education

Master of Arts in Wichita - 2002 (Midwestern State University - Falls, TX, US)