



SOPHIA BROWN

Academic Counselor

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(123) 456 7899
Los Angeles
www.qwikresume.com

PROFESSIONAL SUMMARY

Dedicated Academic Counselor with over 10 years of experience in guiding students through academic challenges, enhancing their educational journey, and fostering career development through personalized support and strategic planning.

WORK EXPERIENCE

Academic Counselor II
Pineapple Enterprises
Dec / 2018–Ongoing
Santa Monica, CA

1. Guided students in achieving academic success and career aspirations through tailored counseling sessions.
2. Collaborated with diverse student populations to create individualized educational plans.
3. Partnered with faculty and staff to provide comprehensive support and resources for student success.
4. Initiated and managed student communications regarding academic policies, advising, and program requirements.
5. Analyzed student academic records to facilitate major changes and ensure compliance with program standards.
6. Promoted academic achievement and timely degree completion through proactive advising strategies.
7. Acted as a liaison between students and various university departments to address academic concerns.

Academic Counselor
Silver Lake Enterprises
Dec / 2014–Dec / 2018
Seattle, WA

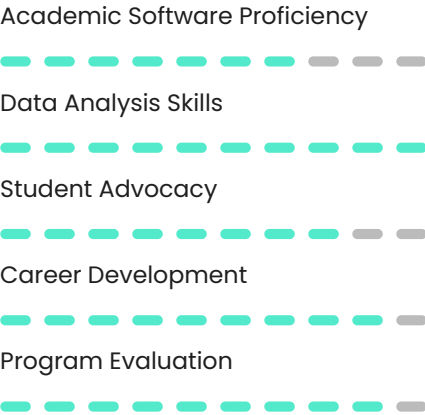
1. Provided academic counseling to military students pursuing teaching credentials and advanced degrees.
2. Developed degree plans to ensure timely completion of educational requirements for nursing and teaching programs.
3. Coordinated with Teacher Education Specialists to meet credentialing requirements and university policies.
4. Maintained high standards of service by adhering to customer service guidelines and productivity metrics.
5. Resolved complex student inquiries and issues with empathy and professionalism.

EDUCATION

Master of Education in Counseling
University of Southern California
Dec / 2011–Dec / 2014
Toronto, ON

Focused on student development, counseling techniques, and educational psychology.

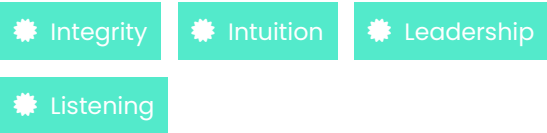
SKILLS



INTERESTS

- Podcasts
Language Learning
Dancing
Cycling

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Increased student retention rates by 20% through personalized academic advising.
- Developed and implemented a mentorship program that improved student satisfaction scores by 30%.