ROBERT SMITH

Academic Counselor I

info@qwikresume.com | https://Qwikresume.com

Dedicated professional with a strong work ethic and a commitment to excellence in guidance and counseling.

SEPTEMBER 2008 – MAY 2012

ACADEMIC COUNSELOR I - ABC CORPORATION

- Serve as liaison between student and university with regard to university policies and procedures.
- One of two chosen leaders to direct Southeast division for recommendations.
- Mentor and coach academic counseling team on recommendation and relationship-building techniques.
- Facilitate academic counselor team meetings to develop presentation skills.
- Create and lead presentations for University of Phoenix staff to help train employees for Recommendations.
- Develop tracking strategies and interpret data in order to identify trends in student success rates.
- Foster problem-solving skills in students who need help overcoming obstacles to success.

2006 – 2008

ACADEMIC COUNSELOR - ASHFORD UNIVERSITY

- Identifying and Qualifying Prospective Students.
- Maximize opportunities with potential students with regard to outbound telephone calls with the intent to qualify prospective students regarding the admissions process and program offerings consistent with the Universitys academic Develop and adhere.
- Identify and address concerns of prospective students.
- Must have the ability to meet the needs of a diverse student population in order to ensure an overall positive back-to-school experience.
- Student Progression/Servicing Existing Students/Administrative Time.
- Follow up with current students through the completion of their first course to ensure student support and success.
- Develop and implement a strategy for successful student progression..

EDUCATION

Masters of Psychology in Psychology - (UNIVERSITY OF PHOENIX)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

SKILLS

Academic Advisor, Education Specialist.