

OLIVIA SMITH

Educational Advisor

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PROFESSIONAL SUMMARY

Enthusiastic Educational Advisor with two years of experience dedicated to guiding students in achieving their academic goals. Proficient in developing tailored educational plans and facilitating workshops that enhance academic success. Passionate about creating an inclusive environment that fosters student engagement and supports diverse educational needs.

WORK EXPERIENCE

Educational Advisor

Maple Leaf Consulting

📅 May / 2024-Ongoing

📍 Toronto, ON

1. Assisted students with the application and registration process.
2. Developed personalized educational plans and reviewed course transferability.
3. Conducted evaluations for prospective students to assess academic needs.
4. Provided one-on-one advisement through phone and email.
5. Created and managed an access database for prospective students.
6. Offered academic counseling to students in grades 6-12 through career planning.
7. Delivered information on college admissions, campus visits, and financial aid options.

Educational Advisor

Silver Lake Enterprises

📅 May / 2023-May / 2024

📍 Seattle, WA

1. Collaborated with teachers, staff, and parents to support student needs.
2. Facilitated candidate interviews to identify suitable academic placements.
3. Assisted students in finding appropriate schools for further education.
4. Verified qualifications for financial aid applications.
5. Helped students complete financial assistance applications accurately.

EDUCATION

Bachelor of Science in Education

University of Illinois

📅 May / 2022-May / 2023

📍 Santa Monica, CA

Focused on educational counseling and academic support strategies.

SKILLS

Student Engagement
Strategies



Cultural Competence



Adaptability



Stress Management



ACHIEVEMENTS

- ★ Developed and implemented academic workshops that increased student participation by 30%.
- ★ Created personalized academic plans for over 100 students, resulting in a 25% improvement in retention rates.