

Student Advocate

ROBERT SMITH

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Objective

Motivated and highly productive Student Advocate professional with a research background. Detail-oriented with strong skills in multi-tasking and efficient management of day-to-day office operations. Adept at building and maintaining effective working relationships with co-workers and outstanding interpersonal skills.

Skills

Program Planning, Lesson Planning, Power Point.

Work Experience

Student Advocate

ABC Corporation - July 2015 - June 2016

- Assisted students with schoolwork of all subjects, ACT/SAT preparation, English language skills, as well as cultural adjustments.
- Completed and maintained confidential academic, behavior, and performance records of the international students.
- Demonstrated exceptional quick thinking skills in this position.
- Expected to assist the students in all subjects, including subjects which I have not seen in years.
- Had to create ACT lesson plans to help the students achieve higher test scores.
- Had to adapt the lesson to suit the needs of one student who insisted on taking the SAT.
- Participated in higher education financial workshops and gained knowledge of accessibility issues in public education. Conversated with legislators.

Student Advocate

Delta Corporation - 2012 - 2015

- This position also called for patience, adaptability, and a listening ear.
- Would often have to quickly re-teach the subject before dissecting the matter and explaining it to the students in an easy-to-understand matter.
- In addition, I had to illustrate my research and planning skills.
- An advocate for new and refresher students.
- My goal was to get them through the training program smoothly with minimal to no issues along the way.
- Provided legal assistance to local entrepreneurs and start-up businesses including transactional guidance.
- Executed engagement letters and prepared Articles of Incorporation and by-laws.

Education

GED