

# Robert Smith

## Student Advocate

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## SUMMARY

Seeking a Student Advocate position in which I can utilize human service skill, education, and experience to assist the community in working with people by minimizing barriers to becoming productive members of society.

## SKILLS

Legal Research, Microsoft Office, Mediation, Legal Terminology, Oral Communication, Interviewing.

## WORK EXPERIENCE

### Student Advocate

ABC Corporation - August 2004 - June 2005

- Conducted assessments of individuals contacting CalWORKs for services and help them apply, enroll in, and complete their training program.
- Provided support and advocacy to individuals in order to meet their educational goals.
- Scheduled and maintained a calendar of appointments, documenting student files, faxing, and serving as a liaison to GAIN offices.
- Assisted students in Careers in Childcare program with case management and tutorial support.
- Created flyers to promote and advertise events.
- Drafted and revised purchase and sale agreements, partnership agreements, operating agreements, and assignment and assumption agreements.
- Researched and consulted on real estate developments, from initial stages of entity formation through acquisition, financing, and development.

### Student Advocate

Delta Corporation - 2002 - 2004

- Communicate with staff, parents, and students Create work plans to help students and parents focus on specific assignments Supervise after school.
- A created hour and a half long interactive workshops about sexual assault prevention and sexual wellness Facilitated workshops for organizations at the.
- Assist newly arrived migrant children to enroll in school and interpret for all school meetings -help with schoolwork both at school and at home -.
- Act as the initial contact for student academic concerns Provide customer service to undergraduate and graduate students (e.g.
- in-person, on-line, phone, etc.) Advise students of academic progress using Degree Navigator Provide registration advisement to students Assist with.
- Provide general information to students regarding Financial Aid Status Advise students of general information on loan balances, EDUcard payments.
- Provided personalized service to shepherd prospective students toward graduation Encouraged students to tap existing social lattice networks.

## EDUCATION

GED