

Student Service Assistant

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road,
Alabama.

Objective

To utilize my skills in clerical and customer service growing company. Supervising the Haggar Advertising resources, forms, and student work-study employees. Assisting in reports that analyze data and summarize major events/programs. Aiding coordination of student participation in major University initiatives such as Commencement, Orientation, and other programs as they arise.

Skills

The Ability To Communicate Effectively With Faculty, Staff Assistant.

Work Experience

Student Service Assistant

ABC Corporation - August 2013 - April 2022

- Provided comprehensive customer service at the front counter of a large community college in all aspects of the enrollment process for credit and continuing education students.
- Assisted in preparation of documents for review by the Academic Standards Committee.
- Processed large volumes of data including registrations, demographics, program of study changes, transcripts and enrollment verification requests.
- Assisted in updating student records of previously attended colleges and high schools.
- Responded to general inquires regarding financial aid requirements.
- Direct students to services and departments as needed.
- Assisted in completing enrollment verifications for federal programs.

Student Service Assistant

Delta Corporation - 2009 - 2013

- Processing tuition transactions in lieu of accountant.
- Coordinated all licensing for graduate students.
- Purchased and Maintain inventory count for student uniforms.
- Supported all departments to assist in steady work flow.
- Provided and maintained consistent customer service to student on loan disbursement, work study eligibility, status check/update/adjustments to .
- Assist with daily student operations of scheduling classes, student records, deferments, status change, and examinations, and ordered diplomas for .
- Developed, managed, tracked and maintained 50+ proctor database, time and room scheduling for final examinations.

Education

Associate Of Science In Nursing