

# CHARLOTTE HARRIS

## Student Services Advisor

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🌐 www.qwikresume.com



### PROFESSIONAL SUMMARY

Motivated Student Services Advisor with two years of experience in academic and personal advising. Proven ability to cultivate student success through effective communication and program development. Passionate about helping students navigate their educational journeys and achieve their goals within a supportive environment.

### WORK EXPERIENCE

#### Student Services Advisor

Pineapple Enterprises

📅 Mar / 2024-Ongoing  
📍 Santa Monica, CA

- 1. Orchestrates and executes programs aimed at enhancing student development and success through the Burns & McDonnell Student Success Center.
- 2. Provides comprehensive advising to students in the Conditionally Admitted Student Success Program.
- 3. Develops training programs for leadership within the Student Success Center to ensure high-quality services.
- 4. Stays informed on academic resources available at Missouri S&T to assist students effectively.
- 5. Builds partnerships with academic and non-academic units to promote student success and retention.
- 6. Guides students in understanding academic programs, degree requirements, and career pathways.
- 7. Offers support on financial matters and personal issues affecting student achievement.

#### Student Services Advisor

Crescent Moon Design

📅 Mar / 2023-Mar / 2024  
📍 Portland, OR

- 1. Oversaw a diverse portfolio of over 300 students, crafting personalized academic and career plans while monitoring progress.
- 2. Specialized in supporting international students, facilitating their orientation and integration into campus life.
- 3. Collaborated with various campus departments to create a cohesive support network for student success.
- 4. Ensured financial clearance for students, addressing all relevant issues prior to course commencement.
- 5. Conducted one-on-one advising sessions, providing tailored guidance to enhance student outcomes.
- 6. Organized outreach initiatives to promote available resources and services to the student body.

### EDUCATION

#### Bachelor of Arts in Psychology

University of Missouri

📅 Mar / 2022-Mar / 2023  
📍 Chicago, IL

Focused on understanding human behavior and supporting student development through psychological principles.

### SKILLS



### ACHIEVEMENTS

- ★ Developed and implemented a student mentorship program that increased retention rates by 15%.
- ★ Facilitated workshops on academic success strategies, resulting in a 20% improvement in student GPA.
- ★ Recognized for outstanding service with a Student Excellence Award for dedication to student success.