



MASON WILSON

Student Support Representative

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Motivated student support advocate with two years of experience facilitating student success through effective communication and problem-solving. Skilled in guiding students through admissions, financial aid, and academic processes. Passionate about creating a supportive environment that empowers students to thrive and achieve their educational goals.

WORK EXPERIENCE

Student Support Representative

Seaside Innovations

📅 May / 2024-Ongoing

📍 Santa Monica, CA

1. Organized and facilitated student life events, enhancing community engagement and student satisfaction.
2. Coordinated activities for clubs and organizations, promoting student involvement and leadership.
3. Supported students during the transfer process, ensuring a smooth transition to new institutions.
4. Conduct orientation sessions for new students to familiarize them with resources.
5. Arranged transportation logistics for campus events, ensuring accessibility for all students.
6. Managed checkout procedures for campus facilities, ensuring a seamless experience for students.
7. Conducted academic advising sessions, providing personalized guidance for academic success.

Student Support Representative

Lakeside Apparel Co

📅 May / 2023-May / 2024

📍 Chicago, IL

1. Provided comprehensive support to students, assisting with program inquiries and administrative tasks.
2. Handled inbound communications with professionalism, addressing student needs effectively.
3. Demonstrated a strong work ethic, consistently exceeding expectations in service delivery.
4. Utilized proficient email and phone skills to manage student interactions efficiently.

EDUCATION

Bachelor of Arts in Communication

State University

📅 May / 2022-May / 2023

📍 Phoenix, AZ

Focused on interpersonal communication, conflict resolution, and group dynamics.

SKILLS

Student Engagement Strategies



Multitasking



Critical Thinking



Stress Management



Motivational Skills



INTERESTS

🔧 Woodworking

🔭 Star Gazing

★ Theatre

🏗 Architecture

STRENGTHS

😊 Politeness

🚩 Determination

🚀 Ambition

✅ Dedication

LANGUAGES



English



Arabic



Dutch

ACHIEVEMENTS

★ Facilitated over 100 student orientations, enhancing first-year student engagement by 30%.

★ Developed and implemented a student feedback system that improved service satisfaction ratings by 15%.