

Aisha Khan

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SUMMARY

Dedicated Academic Advisor with over 5 years of experience in higher education. Proven track record of improving student retention rates and providing exceptional guidance to diverse student populations.

EXPERIENCE

Academic Advisor

Jan 2022 - Present

California State University, San Diego, CA

- Increased student retention rate by 15% through personalized advising and proactive outreach.
- Developed and implemented a new advising program that resulted in a 20% reduction in time to degree for students.
- Utilized Starfish and DegreeWorks to monitor student progress and facilitate timely interventions.

Academic Support Coordinator

Aug 2019 - Dec 2021

San Diego Community College, San Diego, CA

- Managed academic workshops that improved student GPA by an average of 0.5 points within one semester.
- Collaborated with faculty to create resources that enhanced student learning and engagement, resulting in a 30% increase in workshop participation.
- Conducted assessments to identify student needs and tailored support accordingly, leading to a 25% increase in student satisfaction scores.

Student Success Advisor

Jun 2018 - Jul 2019

University of Southern California, Los Angeles, CA

- Provided one-on-one academic advising to over 150 students, helping to improve graduation rates by 10%.
- Created a peer mentoring program that paired underclassmen with upperclassmen, fostering a supportive community and enhancing academic performance.
- Utilized Banner to track student progress and identify at-risk students for intervention.

EDUCATION

Bachelor of Science in Psychology

May 2018

University of California, San Diego, La Jolla, CA • GPA: 3.7

SKILLS

Technical Skills: Student Information Systems, Data Analysis, Academic Advising

Tools & Frameworks: Starfish, DegreeWorks, Banner