

Amina Johnson

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SUMMARY

Dedicated and detail-oriented recent graduate with a Bachelor of Science in Education. Proven experience in student counseling and academic support. Passionate about helping students achieve their educational goals through personalized guidance and support.

EXPERIENCE

Student Support Intern

Jan 2022 - Present

University Counseling Center, Atlanta, GA

- Assisted an average of 15 students weekly in academic planning, resulting in a 25% increase in student retention rates.
- Developed and facilitated workshops on time management and study skills, receiving positive feedback from 90% of participants.
- Utilized CRM software to track student interactions and progress, improving response times by 30%.

Peer Academic Advisor

Sep 2020 - Dec 2021

University of Georgia, Athens, GA

- Guided 50+ undergraduate students in course selection and career planning, achieving a 98% satisfaction rate in evaluations.
- Created informational materials about academic policies and resources, which increased student awareness by 40%.
- Organized and led academic success events, resulting in a 15% increase in attendance over previous semesters.

Tutoring Coordinator

May 2019 - Aug 2020

Local Community Center, Atlanta, GA

- Coordinated tutoring sessions for K-12 students, leading to a 20% improvement in average grades.
- Implemented an online scheduling system that reduced administrative workload by 50%.
- Trained new volunteers on tutoring best practices, enhancing service delivery and community impact.

EDUCATION

Bachelor of Science in Education

May 2018

Georgia State University, Atlanta, GA • GPA: 3.7

SKILLS

Technical Skills: Student Information Systems, CRM Software, Microsoft Office Suite, Data Analysis Tools

Tools & Frameworks: Google Workspace, Zoom, Slack