

Aisha Patel

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SUMMARY

Detail-oriented and dedicated recent graduate with a Bachelor of Science in Education Administration. Proven ability to manage educational programs, improve student engagement, and streamline administrative processes. Eager to contribute to a dynamic educational environment.

EXPERIENCE

Administrative Intern

Jan 2022 - Present

Atlanta Public Schools, Atlanta, GA

- Implemented a new student tracking system that improved data retrieval time by 40%.
- Organized and facilitated workshops for over 100 students to enhance academic performance, resulting in a 20% increase in participation.
- Assisted in the development of digital communication tools, reducing email response time by 15%.

Student Services Assistant

Aug 2019 - Dec 2021

Georgia State University, Atlanta, GA

- Supported academic advising services for a caseload of 200+ students, helping to improve student retention rates by 10%.
- Developed and maintained a resource database that increased accessibility to student services by 30%.
- Coordinated events and outreach programs that successfully engaged over 500 participants annually.

Volunteer Tutor

Jan 2018 - May 2019

Big Brothers Big Sisters of Metro Atlanta, Atlanta, GA

- Tutored and mentored at-risk youth, resulting in a 25% increase in participants' academic grades.
- Designed personalized learning plans that catered to individual student needs, leading to improved academic confidence.
- Collaborated with teachers and parents to create a supportive educational environment.

EDUCATION

Bachelor of Science in Education Administration

May 2018

Georgia State University, Atlanta, GA • GPA: 3.7

SKILLS

Technical Skills: Data Management, Program Development, Student Assessment, Project Coordination

Tools & Frameworks: Microsoft Office Suite, Google Workspace, Tableau, Schoology