

Amina Patel

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SUMMARY

Dedicated and detail-oriented Academic Advisor with over 5 years of experience in guiding diverse student populations through academic pathways. Proven track record of enhancing student success through tailored advising strategies and effective program management.

EXPERIENCE

Academic Advisor

Jan 2022 - Present

Greenwood Community College, Seattle, WA

- Increased student retention rates by 15% through the development of personalized academic plans and proactive outreach initiatives.
- Implemented a new advising software system that streamlined student scheduling and reduced appointment wait times by 30%.
- Conducted workshops that improved students' knowledge of academic resources, resulting in a 20% increase in resource utilization.

Academic Support Specialist

Jun 2019 - Dec 2021

Westview University, Portland, OR

- Facilitated an onboarding program for new students that led to a 25% improvement in first-year completion rates.
- Collaborated with faculty to design an early alert system that identified at-risk students, increasing intervention success by 40%.
- Managed a budget of \$50K for academic programs, optimizing resources to enhance student services and engagement.

Student Affairs Intern

Jan 2018 - May 2019

North Valley College, Albany, OR

- Assisted in the coordination of campus events that increased student participation by 35%.
- Developed surveys to assess student satisfaction, achieving a response rate of over 70% and providing actionable insights for improvements.
- Provided administrative support to advising staff, enhancing office efficiency by streamlining appointment processes.

EDUCATION

Bachelor of Science in Psychology

May 2018

Oregon State University, Corvallis, OR • GPA: 3.7

SKILLS

Technical Skills: Advising Software (e.g., PeopleSoft), Data Analysis, Program Development, Conflict Resolution

Tools & Frameworks: Microsoft Office Suite, Student Information Systems, Survey Tools (e.g., Qualtrics)