

Aisha Patel

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SUMMARY

Detail-oriented Registrar with over 5 years of experience in academic administration. Proven track record in data management and student record maintenance, enhancing operational efficiency and student satisfaction.

EXPERIENCE

University Registrar

Jan 2022 - Present

Georgia State University, Atlanta, GA

- Streamlined the student registration process, reducing processing time by 30% and increasing student satisfaction scores by 15%.
- Managed a team of 5 to maintain accurate student records, resulting in a 98% accuracy rate in data audits.
- Implemented a new data management system that decreased administrative errors by 20%.

Assistant Registrar

Jun 2018 - Dec 2021

Emory University, Atlanta, GA

- Assisted in the coordination of academic scheduling, leading to a 25% increase in course availability and a reduction in scheduling conflicts.
- Revamped the electronic records system, enhancing data retrieval times by 40%.
- Facilitated training sessions for faculty and staff on new registration protocols and software.

Records Coordinator

Jul 2016 - May 2018

Clayton State University, Morrow, GA

- Maintained comprehensive student records for over 10,000 students, achieving a 95% satisfaction rate in student services feedback.
- Developed and implemented a new filing system that improved document retrieval efficiency by 35%.
- Conducted audits that identified errors and led to corrections saving the university approximately \$20,000 annually.

EDUCATION

Bachelor of Science in Education Administration

May 2018

University of Georgia, Athens, GA • GPA: 3.7

SKILLS

Technical Skills: Student Information Systems (SIS), Data Analysis, Academic Scheduling, Compliance Regulations

Tools & Frameworks: Banner, PeopleSoft, Excel, SharePoint