

Amina Khan

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SUMMARY

Dedicated Senior Level Academic Advisor with over 8 years of experience in higher education. Proven track record in advising diverse student populations, improving retention rates by 25%, and implementing innovative strategies to enhance academic success.

EXPERIENCE

Senior Academic Advisor

Jan 2022 - Present

Georgia State University, Atlanta, GA

- Increased student retention rates by 25% through personalized advising and mentorship programs.
- Developed and implemented a new advising software system that reduced appointment scheduling time by 40%.
- Conducted workshops that improved student academic performance, resulting in a 15% increase in GPA among participants.

Academic Advisor

Aug 2018 - Dec 2021

University of Florida, Gainesville, FL

- Guided over 300 students annually, achieving a 90% satisfaction rate in advising surveys.
- Collaborated with faculty to develop academic pathways that improved graduation rates by 10%.
- Utilized data analytics to identify at-risk students, implementing interventions that decreased dropout rates by 15%.

Assistant Academic Advisor

Jun 2016 - Jul 2018

Florida State University, Tallahassee, FL

- Supported the advising team in increasing student engagement through a new feedback mechanism, boosting participation in academic events by 30%.
- Created online resources and workshops that led to a 20% increase in student understanding of degree requirements.
- Participated in cross-departmental committees to enhance student services, resulting in improved overall student satisfaction.

EDUCATION

Bachelor of Science in Education

May 2018

University of Georgia, Athens, GA • GPA: 3.7

SKILLS

Technical Skills: Student Advising Software, Data Analytics, Curriculum Development, Workshop Facilitation

Tools & Frameworks: CRM Systems, Microsoft Office Suite, Learning Management Systems (LMS), Survey Tools