

John Smith

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Education:

Purdue University – West Lafayette, IN
Bachelor of Science, Education

West Lafayette High School, West Lafayette, IN
Graduated

Employment History:**Academic Advisor, ABC University, Reston, VA**

August 1999 – present

- Monitor students on their academic progress
- Enroll students in appropriate courses
- Participate in student recruitment activities as necessary
- Facilitate Education 123, “An Introduction to College”

Career Counselor, XYZ University, Tulsa, OK

June 1994 – August 1999

- Advise students on career options and appropriate courses of study
- Conduct mock interviews
- Provide feedback to students on their performance
- Serve as liaison with the School of Business on career placement
- Work with outside organizations to coordinate on-campus interviews/visits

Computer Skills:

Microsoft Office: Word, Excel, Access, PowerPoint

Additional Skills:

Knowledgeable in Spanish and American Sign Language

Professional Activities:

National Association of Academic Advisors, 1996 – current

References available upon request.