

YOUR NAME

525 West 120th Street • New York, NY 10027 • (212) 678-3140 • careerservices@tc.edu

EDUCATION

Teachers College, Columbia University, New York, NY

Master of Arts in Higher and Postsecondary Education, Expected May 2014

State University, Baltimore, MD

Bachelor of Arts in Psychology and History, May 2012

Magna Cum Laude

LANGUAGES

Fluent in Spanish and Italian

HIGHER EDUCATION EXPERIENCE

Office of Undergraduate Admissions, Columbia University, New York, NY

Admissions Advisor

July 2013 – Present

- Conduct on-campus information sessions for prospective students and their families to provide information on the university, admissions process and financial aid
- Facilitate presentations at surrounding high schools in order to market Columbia University programs
- Coordinate college fairs and informational sessions resulting in the recruitment of new students
- Review and assess over 500 applications per cycle to assist with admission recommendations
- Present cases to Admissions Committee to determine appropriate candidates
- Write letters to alumnae interviewers on behalf of the Admissions Office to enhance working relationship

State University, Baltimore, MD

Student Services Coordinator

August 2010 – June 2012

- Developed innovative programs to educate students through the Freshman Mentoring Program, Senior Week and the Sophomore Experience Program
- Counseled students on an individual basis in order to offer personal, educational and career support
- Participated in special training workshops and events to improve the quality of our programs

Residential Advisor

September 2009 – August 2010

- Supervised residential hall of 100 freshmen students to ensure their safety and development during their college experience
- Implemented programming such as social mixers, study breaks and movie nights to develop a sense of community in the building
- Advised 25 student leaders in two separate residence halls to provide appropriate training and support

PROFESSIONAL EXPERIENCE

Teach for America, Miami, FL

English Teacher

July 2012 – June 2013

- Designed and implemented lesson plans to increase English comprehension
- Used games, arts and crafts to foster social and conversational skills
- Collaborated with other teachers to organize afterschool activities

PROFESSIONAL ASSOCIATIONS

Higher and Postsecondary Education Association at Teachers College (HPSEA)

National Association of Student Personnel Administrators (NASPA)

American College Personnel Association (ACPA)

COMPUTER SKILLS

Proficient with Microsoft Word, Excel, PowerPoint and Access