

# YOUR NAME

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## 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