



Michael

ANDERSON

ACADEMIC ADVISOR

Dynamic and detail-oriented Academic Advisor with over 6 years of experience in higher education. My expertise lies in providing strategic academic advising to students in various fields of study. I have a strong record of enhancing student academic performance and retention through tailored advising practices and proactive outreach initiatives. Skilled in collaborating with faculty, administration, and community organizations to support student success.

WORK EXPERIENCE

ACADEMIC ADVISOR

Innovative Tech University

2020 - 2025

- Managed advising caseload of over 250 students, providing personalized academic support.
- Developed and led workshops aimed at enhancing study skills, resulting in a 30% increase in student performance.
- Collaborated with faculty to monitor student progress and intervene when necessary.
- Utilized data analysis tools to identify at-risk students and design targeted support strategies.
- Facilitated group advising sessions that fostered peer support and collaboration.
- Created a resource library to assist students with academic planning and career exploration.

ACADEMIC SUPPORT SPECIALIST

National Community College

2015 - 2020

- Provided one-on-one academic advising to incoming students as part of orientation.
- Implemented retention strategies that improved graduation rates by 10%.
- Conducted academic workshops that resulted in increased student participation in support services.
- Maintained accurate advising records and analyzed data to improve service delivery.
- Collaborated with student services to address challenges and improve student outcomes.
- Evaluated and updated advising materials to ensure relevance and effectiveness.

CONTACT

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SKILLS

- Academic advising
- data analysis
- workshop facilitation
- student engagement
- collaboration
- retention strategies

LANGUAGES

- English
- Spanish
- French

EDUCATION

**MASTER'S DEGREE IN COUNSELING,
UNIVERSITY OF GUIDANCE**

ACHIEVEMENTS

- Increased overall student satisfaction scores by 15% through enhanced advising practices.
- Received the Excellence in Advising Award in 2018 for outstanding contributions to student success.
- Successfully launched a mentorship initiative that improved student retention by 20%.