

Academic Advisor



Mary Reif

Grand Rapids, MI

Job Preferences:

Desired job title:	Academic Advisor
Desired occupation:	Education/Training
Employment type:	Full time
Career status:	Active job seeker
Available to start:	02/2021
Additional notes:	I am looking for a position where I can interact with adults in order to help them succeed in their goals.

Education:

09/2019 – 06/2020	Davenport University Master of Management, Master
09/2009 – 06/2011	Grand Valley State University Masters in School Counseling (in-progress), Master
09/2001 – 06/2005	Michigan State University Bachelor of Science Degree, Bachelor

Work Experience:

01/2018 – 03/2021	Academic Advisor & Testing Services Proctor Davenport University Davenport University * Successful in using counseling skills with diverse populations to build effective relationships with adolescents and adults * Engaged students from Wilson Talent Center, Lansing Community College, and all over the world take advantage of using tests for course credit, technology certifications, optimizing their transfer credits, and effectively start individually
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- * Transferred all students individually from Admissions to Advising by registering classes & teaching them about all policies and procedures for starting, including Financial Aid and billing
- * Competent in using technology, such as Degree Works, BANNER, MS Office Suite (especially Word, PowerPoint, Excel), Google Documents, Sites, & Forms, Dreamweaver, & Adobe programs, & savvy with new programs & equipment
- * Certified and experienced Test Proctor for ACCUPLACER, Pearson VUE, PAN, Kryterion, Certiport, CLEP, DSST, ACT, SAT, and ATI Testing Services

10/2016 – 03/2017

Registration Coordinator

Girls on the Run of Kent & Muskegon Counties

10/2013 – 06/2015

Science Teacher, Science PLC Lead, Twilight School Teacher
Northwestern Middle School - BCPS

- * Designed and implemented Science lessons
- * Practiced in using Love & Logic techniques
- * Knowledgeable in teaching through Service Learning

10/2012 – 06/2013

Science Teacher & Paraprofessional, GOTR Coach
Vista Charter Academy

04/2011 – 06/2011

Comstock Park High School
Comstock Park High School

- Counseling Internship
- * Ready to assist each and every student with their goals and the pursuit of them toward military service, college, or apprenticeships
 - * Assisted in group counseling, career counseling, 504 plans, & helping students transition from complete failure or hospitalizations to back into the classroom

Language Skills:

n/a: English

Skills:

Expert: ★ ★ ★ BANNER, MS OFFICE SUITE, Word, PowerPoint, Excel, Google
Intermediate: ★ ★ Dreamweaver