

Ana Lisa Conde

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Professional Summary

Exceptionally dedicated and professional Academic Advisor with a superb record of student support and satisfaction. Proficient in explaining program curriculum requirements to a diverse student population. Able to function well independently and in coordination with other academic staff members.

Core Qualifications

- Substantial range of experience in student development and academic advising
- Exceptional knowledge of curriculum requirements for institution and pre-professional programs
- Exceptional expertise in academic support techniques and plans
- Outstanding proficiency in academic advising principles
- Strong interpersonal and communication abilities
- Sound professionalism and confidentiality instincts
- High skills in establishing trust and influence with students

Experience

March 2014 to Present Southwest Texas Junior College, Student Success Center Coordinator

- Responsible for the academic advising of a group of +150 plus students.
- Ensured students met educational goals as primary guide through degree requirements.
- Furnished course registration assistance to students.
- Advised student on degree specific programs and procedures
- Identified at-risk student's scenarios and highlighted opportunities for academic success improvement.
- Responded to student inquiries regarding academic appeals, student orientations, probations and various curriculum issues and concerns.
- Set academic goals, monitor progress, and provide steady encouragement and guidance
- Developed positive work relationships and rapport with students
- Plan and implement activities for students
- Promote socialization and encourage student participation in various clubs/organizations

September 2012-March 2014 Southwest Texas Junior College, Student Support Services Academic Advisor/Tutor Supervisor

- Worked closely with SSS program Director in development and in keeping accurate student advising records
- Assists SSS students in locating SWTJC and community resources, applications, and transfer to four-year schools
- Provided academic and transfer advising for SSS students
- Provided tutoring and workshops for SSS students such as study and life skills
- Develop, implement, and coordinate tutor logs

January 2010-September 2012 Southwest Texas Junior College, Student Support Services Office Manager

- Creation of policies and procedures manual for SSS participant folders
- Handle sensitive materials in a confidential and professional manner
- Maintain files on project expenditures
- Ensure all administrative activities for SSS
- Refer students to appropriate professional for assistance
- Provide positive service to current and prospective students, both in person, via-telephone and email
- Assistance with planning and facilitation of student events
- Aid in recruitment for project

Education

Masters in Education-General Education
Sul Ross Rio Grande College, Uvalde, Texas
2014

Bachelors of Arts in Psychology
Texas A&M International University, Laredo, Texas
2009

References:

Available upon request.