**Harry R. Kohler**

760 Farland Avenue

San Antonio, TX 78218

Phone: 830-192-1349

Email: harry.kohler@anymail.com

**Career Summary:**

Highly-dedicated, certified and organized University Administrator with over 7+ years of experience of counseling students, deciding on course curriculum, and addressing faculty/student issues. Adept at managing non-academic tasks related to the university and supervising the staff when necessary. Strong leadership qualities, powerful communicator, with good problem-solving skills.

**Summary of Skills:**

* Extensive knowledge of university curriculum, financial budget planning, and supervising staff
* In-depth information about the course counseling procedures, and ability to provide appropriate orientation to new students
* Familiar with handling faculty issues, conducting student-counseling sessions to address their problems, and coordinate services such as financial aid, residential life for them
* Ability to oversee various admission-related tasks, handle administrative, and management operations as required
* Capable of maintaining good relationships with industry professionals, admission agencies, and campus alumni to schedule informational sessions for students
* Proficient in working with MS Office Suite, handling databases and possess strong organizational skills
* Exceptional interpersonal and communication skills

**Work Experience:**

University Administrator

Texas A&M University, San Antonio, TX

November 2017 – Present

* Coordinating with the university personnel in performing various tasks including student admissions, allotment of hostels, and ensuring comfort
* Collaborating with the staff to understand problems and determine appropriate solutions for smooth running of the university
* Actively participating in quarterly meetings to address issues related to recruitment, admissions, scholarships and other student-related affairs
* Working with the management department to prepare a budget for carrying out construction repairs within the campus as well as conducting skill enhancement programs for students
* Supervising and overseeing activities of students, university professors, and other programs to provide the best courses
* Researching industry requirements to continuously upgrade, and decide on the course curriculum choices provided by the institution
* Providing outstanding service as well as assistance to current and prospective students during their academic tenure with the university

Junior University Administrator

St. Philip's College, San Antonio, TX

April 2014 – October 2017

* Coordinated with the agencies to understand applicant's background and performed overall assessment before providing admission
* Collaborated with the management to decide fees for each course, and followed strict guidelines set be the institution's trustees
* Liaised between students and the parents, and kept them informed about their child's performance by writing regular correspondence mails
* Assisted in controlling day-to-day operations at the institute and resolved minor issues by giving effective solutions
* Gained sound experience about the policies and procedures relating to students and curriculum administration to implement the institution goals appropriately
* Took responsibility to analyze, compile and present pertinent student information to the admission department by preparing concise reports
* Coordinated with the administration department to perform tasks such as mailing or calling, managing inventory, and maintaining student and staff database

**Apprenticeship:**

Admission Counselor

Kirby Middle School, San Antonio, TX

August 2011 – March 2014

* Read, evaluated student applications to guide and make appropriate university recommendations to them on the basis of their interests
* Responded to the student inquiries by providing accurate and timely information regarding application process
* Conducted informational sessions for prospective students and their parents to inform about the standard admission procedures followed by universities
* Cultivated strong relationships with secondary or university personnel, professional organizations, students, parents and campus alumni to streamline admission procedures
* Took responsibility for organizing monthly meetings to resolve students' problems
* Prepared accurate files for each student to record their grades, interests, and maintained an updated database

**Education:**

* Bachelor's Degree in Counseling
The University of Texas, San Antonio, TX
2009

**License:**

* Professional Administrator License, 2014

**Reference:**

On request.