

Adalyn Long

📞 (720) 555-6138 ✉️ adalyn.long@example.com 💼 linkedin.com/example/adalynlong 📍 Boulder, CO 80302

SUMMARY

Higher education **student success** professional with four years supporting **academic advising**, pre health preparation, student services, **program coordination**, and departmental operations. Guides students and alumni pursuing medical, physician assistant, nursing, dental, pharmacy, physical therapy, and related health graduate programs through individualized planning, career preparation, application guidance, workshops, and clear communications. Maintains advising records, outcome tracking, assessment data, reports, and operational documentation in Banner and Ellucian environments. Coordinates events, faculty and leadership support, scheduling, websites, Digication content, **student employee mentoring**, campus service requests, budget tracking, and administrative workflows. Uses Excel, Word, and Outlook for reporting and communication. Brings practical problem solving, thoughtful follow through, strong organization, and a steady focus on student centered service and measurable program improvement.

EXPERIENCE

Pre Health Student Success Coordinator

July 2024 - Present

Front Range Health Sciences College

Boulder, CO

Leads **pre health advising**, professional school preparation, student success programming, records administration, assessment reporting, digital content, and student employee mentoring. Supports students, alumni, faculty, and leadership through coordinated services, timely communications, and practical operational follow through.

- Guided **pre health** students through academic plans, career options, and professional school application preparation.
- Maintained Banner and Ellucian records, **outcome tracking**, **assessment data**, reports, and supporting documentation.
- Coordinated workshops and **information sessions** for medical, nursing, dental, pharmacy, and therapy pathways.
- Updated Digication content and communications, giving students clearer access to program resources.
- Mentored student employees through service workflows, follow up standards, and routine **problem solving**.
- Prepared leadership briefings from advising trends, assessment findings, exceptions, and recurring student needs.

Academic Program Coordinator

August 2022 - June 2024

Mountain Plains University

Colorado Springs, CO

Coordinated science program advising, academic administration, scheduling, events, student inquiries, budget support, assessment records, web content, and campus service requests. Connected faculty, staff, students, and leadership through organized workflows that supported reliable daily operations.

- Advised science students on academic planning, program requirements, and timely campus support referrals.
- Scheduled **meetings**, **events**, facilities, and technology requests across faculty, staff, and student groups.
- Maintained assessment records, web content, **reports**, and operational documentation for program review.
- Tracked budget activity and prepared administrative materials supporting **accounting** and **financial reporting** workflows.
- Resolved student inquiries through clear **communication**, careful follow up, and practical service coordination.
- Reviewed recurring needs and exceptions, then refined procedures for smoother program administration.

PROJECTS

Pre Health Outcomes Assessment 📅 2025

Created a structured review of advising outcomes, application preparation, workshop participation, and recurring student needs. Findings supported clearer reporting and practical program decisions.

Science Program Operations Review 📅 2024

Mapped scheduling, web content, service requests, budget support, and assessment documentation. Review clarified handoffs and improved visibility across routine academic administration.

LEADERSHIP & AWARDS

- Academic Advising Foundations Certificate recognized continued commitment to student centered advising practice.
- Microsoft Office Specialist, Excel Associate, recognized technical proficiency supporting accurate reporting and administrative workflows.
- Student employee mentoring leadership, trusted responsibility for helping student staff serve peers with consistency.

EDUCATION

Bachelor's Degree in Psychology

2022

Colorado State University GPA: 3.5

Fort Collins, CO

Coursework: Academic advising, developmental psychology, research methods, counseling foundations

CERTIFICATIONS

- Academic Advising Foundations Certificate 📅 2023
- Microsoft Office Specialist: Excel Associate 📅 2022

TECHNICAL SKILLS

- **Student Advising Systems:** Banner, Ellucian, Digication
- **Microsoft Office:** Excel, Word, Outlook
- **Assessment Reporting:** Outcome tracking, assessment data, program reports
- **Academic Planning:** Degree planning, career preparation, application guidance
- **Event Coordination:** Workshops, information sessions, meetings
- **Digital Content:** Digication, website updates, student communications
- **Administrative Operations:** Scheduling, documentation, service requests
- **Financial Administration:** Budget tracking, accounting support, financial reporting
- **Student Support:** Student success, alumni support, customer service
- **Communication Methods:** Individual advising, group advising, outreach
- **Leadership Support:** Faculty support, staff support, leadership briefings

SKILLS

- | | | | |
|------------------------|-----------------------------------|----------------------|------------------------------|
| • Pre health advising | • Higher education administration | • Microsoft Word | • Student employee mentoring |
| • Academic advising | • Banner and Ellucian | • Microsoft Outlook | • Budget support |
| • Student success | • Digication | • Program assessment | • Project management |
| • Program coordination | • Microsoft Excel | • Event planning | |

PROFESSIONAL AFFILIATIONS

- National Academic Advising Association, professional connection supporting thoughtful advising practice and peer learning.
- Pre Health Advising Community, collaborative participation focused on student preparation and graduate health pathways.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST