

Grace Estrada

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SUMMARY

Academic counseling professional with four years of experience supporting college students and **student athletes** through academic planning, degree progression, major selection, career exploration, learning strategy development, and personal growth. Provides steady guidance through weekly meetings, attendance and grade reviews, tutoring coordination, **academic appointments**, and progress reporting. Applies NCAA, SEC, institutional, academic honesty, and **progress toward degree** requirements when reviewing course choices and eligibility concerns. Builds practical support plans for underprepared and **at risk students**, then follows progress closely with students, coaches, instructors, tutors, administrators, parents, and guardians. Experienced in recruiting events, case documentation, faculty communication, and cross campus coordination. Brings thoughtful judgment and dependable follow through to advising environments where student success and eligibility must move together.

EXPERIENCE

Academic Counselor, Student Athlete Services July 2024 - Present
Piedmont Collegiate Athletics Atlanta, GA

Manage advising support across multiple varsity programs, connecting **academic plans**, course choices, eligibility reviews, **learning strategies**, and student development with consistent communication and documented follow through.

- Managed weekly meetings across varsity teams, aligning course choices with degree plans and **eligibility** requirements.
- Reviewed attendance, grades, tutoring, and appointments, flagging academic risks early for documented follow up.
- Created individualized learning plans for underprepared athletes, pairing tutoring referrals with practical study routines.
- Applied NCAA, SEC, and institutional rules when reviewing registration choices and **progress toward degree**.
- Coordinated students, coaches, instructors, tutors, **administrators**, parents, and guardians around timely academic decisions.
- Supported evening **recruiting events**, explaining academic services and development resources to prospective students and families.

Academic Advisor, Student Success June 2022 - June 2024
Peachtree Student Success Center Decatur, GA

Guided undergraduate students through **academic planning**, major exploration, course sequencing, graduation requirements, career conversations, and support referrals across a varied advising caseload.

- Built semester plans from degree audits and course availability, preserving realistic paths toward **graduation**.
- Established progress reviews for students on academic warning, turning grade checks into recovery plans.
- Connected students with tutoring, career services, accessibility resources, and **personal development** support.
- Prepared concise advising notes and progress summaries, giving partners continuity across student cases.
- Delivered workshops on study planning, time management, **major selection**, and academic decision making.
- Guided career conversations that helped students connect **coursework** with practical academic and professional direction.

PROJECTS

Student Athlete Progress Review 📅 2025

Created a structured review approach linking attendance, grades, tutoring participation, appointments, degree progress, and eligibility conversations for coordinated advising follow through.

Academic Recovery Planning 📅 2023

Built practical recovery plans for students on academic warning, combining learning strategies, instructor feedback, tutoring referrals, and scheduled progress checks.

LEADERSHIP & AWARDS

- Recognized by athletics colleagues for dependable student athlete case coordination and thoughtful eligibility follow through.
- Commended by advising partners for clear academic progress notes and consistent communication across student support teams.
- Selected to support recruiting events through approachable explanations of academic services, expectations, and student development resources.

EDUCATION

Master of Education in College Student Affairs Administration 2022
University of West Georgia GPA: 4.0 Carrollton, GA

Coursework: Academic advising, student development, counseling theory, college administration

Bachelor of Science in Psychology 2020
Georgia State University GPA: 4.0 Atlanta, GA

Coursework: *Developmental psychology, counseling psychology, social psychology, research methods*

CERTIFICATIONS

- NCAA Academic Eligibility Training 📅 2024
- Student Success Advising Certificate 📅 2023

TECHNICAL SKILLS

- **Academic Advising:** Academic counseling, degree planning, major selection
- **Eligibility Standards:** NCAA rules, SEC requirements, institutional policy
- **Progress Monitoring:** Attendance review, grade checks, appointment tracking
- **Student Support:** Tutoring coordination, learning strategies, academic recovery
- **Case Documentation:** Advising notes, progress reports, follow up records
- **Communication Tools:** Student meetings, faculty outreach, family updates
- **Career Development:** Career counseling, career exploration, goal planning
- **Student Development:** Personal development, workshops, transition support
- **Recruiting Support:** Recruiting events, prospective student sessions, family communication
- **Academic Integrity:** Academic honesty, institutional standards, eligibility review

SKILLS

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|---------------------------|------------------------|-------------------------|-------------------------|
| • Academic counseling | • Academic eligibility | • Academic monitoring | • Recruiting events |
| • Student athlete support | • Degree planning | • Learning strategies | • Student development |
| • NCAA compliance | • Major selection | • At risk support | • Faculty communication |
| • SEC requirements | • Career counseling | • Tutoring coordination | |

PROFESSIONAL AFFILIATIONS

- NACADA member, engaging with academic advising practices and professional development for college student support.
- N4A member, staying connected with student athlete development and academic support conversations.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST