

Layla Bradley

☎ (847) 555-6834 ✉ layla.bradley@example.com 💼 linkedin.com/example/laylabradley 📍 Evanston, IL 60201

SUMMARY

Graduate academic advising professional with six years of **higher education experience** supporting persistence, retention, degree planning, registration, academic progress, **professional development**, and personal goals. Provides individual and **small group advising** grounded in transcripts, degree audits, student files, academic catalogs, program requirements, and institutional policies. Delivers clear orientation presentations covering course selection, online registration, planning tools, academic expectations, and **student success resources**. Uses Colleague, Self Service, Student Planning, student information systems, and communication platforms for accurate planning and confidential documentation. Builds trusted relationships with diverse students, including those facing academic or enrollment risks, then connects them with timely campus resources. Partners with faculty, department chairs, Academic Affairs, registrar, financial aid, student accounts, admission, athletics, and other offices to resolve barriers and support coordinated student success.

EXPERIENCE

Senior Academic Advisor

July 2024 - Present

Lakefront Graduate Institute

Chicago, IL

Leads graduate advising operations for a varied student portfolio, combining degree planning, policy interpretation, orientation, risk outreach, and cross campus coordination to support completion and professional goals.

- Managed graduate portfolios using **degree audits** and records, improving course sequencing decisions for completion planning
- Guided small group advising sessions connecting registration choices with professional goals and academic policies
- Used Colleague, **Self Service**, and **Student Planning** to document plans and resolve record discrepancies
- Coordinated proactive outreach for enrollment risks, connecting students with timely institutional resources
- Partnered with **department chairs** and **Academic Affairs** to clarify curriculum changes and maintain accurate guidance
- Delivered orientation presentations covering registration, planning tools, **academic policies**, and student responsibilities

Academic Advisor

June 2022 - June 2024

Prairie City University

Oak Park, IL

Advised undergraduate and graduate populations across degree planning, transfer review, career exploration, registration, and **retention** initiatives while coordinating solutions with campus offices and academic partners.

- Advised undergraduate and graduate students on requirements, **course selection**, standing, registration, and policy interpretation
- Reviewed **transcripts**, transfer credit, audits, and files before appointments to identify unresolved requirements
- Mentored program change decisions through strengths, values, interests, history, and career direction discussions
- Built outreach plans for **registration** gaps and academic concerns, coordinating timely student interventions
- Partnered with registrar, **financial aid**, **student accounts**, admission, and athletics to resolve enrollment barriers
- Updated advising guides and online resources after catalog and curriculum changes, escalating inconsistencies for correction

Student Success Advisor

August 2020 - May 2022

Midwest Metropolitan College

Schaumburg, IL

Supported a diverse student caseload through planning, registration preparation, orientation, goal setting, confidential documentation, and referrals that strengthened early progress and campus connection.

- Supported diverse caseloads through planning, registration preparation, goal setting, and campus referrals
- Facilitated new student **orientation** on expectations, **online registration**, advising resources, and first term planning
- Recorded advising notes in student systems while protecting confidential student information
- Conducted targeted check ins for academic difficulty using structured goals and resource referrals
- Coordinated with **faculty** and service offices to clarify prerequisites, course availability, accounts, and enrollment barriers
- Created advising references translating catalog policies and registration procedures into accessible student guidance

Academic Support Coordinator

June 2019 - July 2020

North Shore College

Skokie, IL

Provided front line academic support for registration, policy questions, appointment preparation, orientation logistics, confidential records, and referrals while coordinating daily service needs across campus.

- Provided front line support for registration, policies, program requirements, and specialized campus referrals
- Prepared **student files** by reviewing records and flagging questions for advisor clarification
- Guided students through **online registration** workflows and planning tools, reinforcing independent resource use
- Maintained **confidential records** and documented student contacts in **student information systems**
- Supported orientation through presentation preparation, small group facilitation, appointment coordination, and follow up communication
- Coordinated with advisors, faculty, **registrar**, financial aid, student accounts, and **admission** teams

PROJECTS

Graduate Advising Resource Review 2025

Reviewed advising guidance, planning workflows, and student communication resources to support accurate policy interpretation and clearer graduate degree planning.

Student Success Outreach Framework 2023

Organized outreach practices for students with registration gaps or academic concerns, linking structured check ins with timely campus referrals.

LEADERSHIP & AWARDS

- NACADA Academic Advising Core Competencies Certificate, recognized for continued professional development in 2025.
- Graduate Orientation Leadership Recognition, acknowledged for clear presentations and coordinated student support in 2024.
- Student Success Collaboration Recognition, honored for cross campus partnership and timely student referrals in 2022.

EDUCATION

Master of Education in Higher Education Administration

Loyola University Chicago GPA: 4.0

2024

Chicago, IL

Coursework: Academic advising, student development, higher education policy, enrollment management

Bachelor of Arts in Psychology

Illinois State University GPA: 4.0

2019

Normal, IL

Coursework: Career development, counseling foundations, developmental psychology, group dynamics

CERTIFICATIONS

- NACADA Academic Advising Core Competencies Certificate 2025
- FERPA Training Certificate 2024

TECHNICAL SKILLS

- **Student Information Systems:** Colleague, Self Service, Student Planning
- **Academic Planning:** Degree audits, degree requirements, course sequencing
- **Student Records:** Transcripts, student files, confidential records
- **Advising Operations:** Individual advising, group advising, case documentation
- **Orientation Programs:** New student orientation, presentations, registration guidance
- **Policy Resources:** Academic catalog, academic policies, program requirements
- **Retention Support:** At risk outreach, student referrals, intervention planning
- **Career Exploration:** Vocational interests, professional goals, strengths assessment
- **Campus Coordination:** Registrar, financial aid, student accounts
- **Academic Partnerships:** Department chairs, Academic Affairs, faculty collaboration
- **Enrollment Services:** Admission, athletics, registration support
- **Communication Systems:** Student communications, online resources, advising guides

SKILLS

- Academic advising
 - Student retention
 - Degree planning
 - Transcript review
- Degree audits
 - Academic policies
 - Course selection
 - Student orientation
- At risk mentoring
 - Vocational exploration
 - Student advocacy
 - Colleague
- Self Service
 - Student Planning
 - Student information systems

PROFESSIONAL AFFILIATIONS

- National Academic Advising Association, professional advising community member.
- Association for Orientation, Transition, and Retention in Higher Education, student success affiliate.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST