

Cecilia Barker

Registrar Services Advisor

📞 (720) 555-6392 ✉️ cecilia.barker@example.com

🌐 linkedin.com/example/ceciliabarker 📍 Arvada, CO 80004

STRENGTHS

- 🗣️ **Student advising**
Turned confusing registration questions into clear next steps, and students often left conversations calmer and better prepared.
- 🔍 **Records judgment**
Checked policy, catalog, and system details before acting. That pause protected accuracy when cases carried sensitive consequences.
- 🔒 **FERPA care**
Handled private academic information with identity checks and discretion. Colleagues trusted careful decisions during busy service periods.
- 🎓 **Degree progress**
Connected audits, transcripts, and requirements into practical completion plans. Advisors frequently sought help with unusual cases.
- 💡 **Process writing**
Captured recurring registrar steps in usable guides. Teams gained a steadier workflow when deadlines and interruptions arrived together.

SKILLS

<u>Student advising</u>	<u>Registration</u>
<u>Academic records</u>	<u>Degree audits</u>
<u>Degree evaluation</u>	
<u>Graduation review</u>	
<u>Credential posting</u>	<u>Curriculum data</u>
<u>FERPA</u>	<u>Academic policy</u>
<u>College catalogs</u>	<u>Transcripts</u>
<u>Academic calendars</u>	

SUMMARY

Registrar and student services professional with four years of **higher education** experience supporting registration, **academic records**, degree audits, curriculum changes, graduation review, credential posting, and policy interpretation. Applies knowledge of **degree requirements**, academic calendars, transcripts, credit conversion, catalogs, computerized student information systems, and FERPA when resolving sensitive student progress questions. Communicates clearly with students, parents, faculty, advisors, administrators, and alumni, using sound judgment during interruptions and deadline driven service. Evaluates final year **degree progress**, explains remaining requirements, maintains accurate curriculum data, and documents practical procedures for consistent registrar operations. Brings strong listening, writing, presentation, research, correspondence, customer service, and independent decision making skills. Ready to contribute accurate, respectful records support within a student focused university environment.

EXPERIENCE

Registrar Services Advisor

Front Range College 📅 July 2024 - Present 📍 Westminster, CO

Supports front line registrar services for students and faculty, managing degree progress, graduation review, credential processing, curriculum data, and FERPA compliant procedures. Works independently across competing deadlines and sensitive records while providing clear next steps.

- Resolved **registration** and **degree progress** questions through policy research and accurate system notes.
- Evaluated final year audits, then clarified outstanding requirements with students and advisors.
- Completed graduation reviews and posted eligible degrees after confirming institutional criteria.
- Reviewed **graduate credentials** and processed degree, major, and minor record changes.
- Updated **curriculum data** and **degree audits** within computerized student information systems.
- Created **FERPA** compliant procedure guides that improved consistency across registrar service cases.

Academic Records Specialist

Rocky Mountain Arts University 📅 June 2023 - June 2024 📍 Denver, CO

Managed academic records service, registration changes, degree audit research, correspondence, and commencement data. Protected confidential information while translating catalog requirements and institutional policy into practical responses for students and campus colleagues.

- Managed **registration** and records requests using policy research and accurate case documentation.
- Researched degree audit exceptions, helping students and advisors identify workable completion paths.
- Processed registration and status changes while preserving accurate **academic records**.
- Prepared business **correspondence** and case notes for students, faculty, and administrators.
- Supported **commencement** and **diploma** data preparation through focused record verification.
- Protected FERPA records during deadline driven service with careful identity verification.

Student Records Coordinator

Aspen Valley Community College 📅 August 2022 - May 2023 📍 Golden, CO

Provided front line **student records** support across registration, transcript review, catalog research, curriculum updates, graduation checks, and confidential file maintenance. Balanced frequent questions with accurate data entry and respectful service.

- Provided front line registration support by explaining deadlines and institutional procedures.
- Reviewed **transcripts** and catalog requirements to clarify academic progress questions.
- Entered approved curriculum and student record updates into computerized systems.

Credit conversion

Independent judgment

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



Registrar Services Advisor at Front Range College (2.2 Years)

Academic Records Specialist at Rocky Mountain Arts University (1 Years)

Student Records Coordinator at Aspen Valley Community College (9 Months)

- Explained **registration** procedures and deadlines during busy enrollment periods.
- Maintained confidential student files under FERPA and institutional records standards.
- Supported graduation record checks through accurate candidate data preparation.

PROJECTS

Graduation Review Workflow 📅 2024

Mapped degree audit review steps, requirement checks, exception research, and student communication into a clear registrar workflow. Focus remained on accurate completion decisions and consistent explanations.

Curriculum Data Procedures 📅 2023

Documented curriculum and degree audit update procedures for recurring records work. Materials connected policy references, system updates, review points, and clear correspondence.

LEADERSHIP & AWARDS

- Registrar Services Recognition, acknowledged for dependable support during graduation review and credential posting cycles.
- Student Records Service Award, recognized for clear communication and steady judgment during high volume registration periods.
- Commencement Operations Lead, coordinated record checks and diploma preparation with campus partners.

EDUCATION

Bachelor's Degree in Communication

Metropolitan State University of Denver 🎓 GPA: 3.5 📅 2022 📍 Denver, CO

Coursework: *Interpersonal Communication, Organizational Communication, Public Speaking, Professional Writing*

CERTIFICATIONS

- FERPA for Higher Education Professionals 📅 2026
- Academic Records Compliance Certificate 📅 2026

TECHNICAL SKILLS

- **Student Information Systems:** Degree audit systems, student records systems, registration systems
- **Academic Records:** Transcripts, credential posting, record updates
- **Degree Progress:** Degree audits, completion plans, requirement reviews
- **Registration Operations:** Online registration, registration changes, status changes
- **Curriculum Administration:** Curriculum data, degree changes, major changes
- **Policy References:** Academic policies, policy manuals, college catalogs
- **Academic Calendars:** Registration deadlines, graduation deadlines, quarter end reviews
- **Credit Evaluation:** Credit conversion, transfer credit, requirement matching
- **Compliance Standards:** FERPA, confidentiality, accreditation information
- **Communication Tools:** Business correspondence, presentations, service documentation
- **Graduation Services:** Graduation status, diploma activities, commencement support
- **Office Applications:** Personal computers, document preparation, information extraction

PROFESSIONAL AFFILIATIONS

- American Association of Collegiate Registrars and Admissions Officers, higher education records professional affiliation.
- Colorado Association of Collegiate Registrars and Admissions Officers, engaged with regional registrar practice and peer learning.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST