

# Your Name

## Higher Education Program Coordinator

Higher education program coordinator with five years of experience managing academic enrichment programs for undergraduates. Skilled in event planning, budgeting, and student advisement. Grew program enrollment by 25%.

### EDUCATION



M.Ed. in Higher Education Administration

M.Ed. in Higher Education Administration  
Philadelphia, PA | May 2017

B.A. in Communications

Temple University  
Philadelphia, PA | May 2014

### KEY SKILLS



- Event coordination
- Budget management
- Student advisement
- Partnership development
- Retention strategies

### PROFESSIONAL EXPERIENCE



Program Coordinator | University Outreach, Philadelphia, PA  
June 2020

- Coordinate 10+ enrichment workshops per semester for 200+ students
- Manage a \$150K budget, securing external partnerships worth \$50K
- Develop advising materials, increasing workshop retention by 30%

Academic Advisor | University Student Services, Philadelphia, PA  
June 2017 – June 2020

- Advised 150+ students on course selection and career pathways
- Organized career fairs, attracting 40+ employers annually