**Jason J. Parley**

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**Job Objective:**

Detail-oriented and dedicated Program Coordinator with over 4+ years of experience in conducting outreach programs/fund-raising campaigns or handling faculty or student admission issues. Familiar with the university academic policies and expertise in performing administration duties. Adept at connecting with alumni and industry professionals for organizing seminars and informative programs for students.

**Summary of Skills:**

* Sound knowledge about the university policies and rules pertaining to the SSC certificates in relevance to the degree programs
* In-depth information about the various educational courses, curriculum expectations and performing registration functions
* Ability to participate in outreach programs and conducting fund-raising programs within the campus to invite other alumni, other universities, and business communities
* Adept at writing correspondence letters, memos, mails and preparing summarized reports for the management
* Proficiency in Microsoft Office Suite, Google Spreadsheets, and maintaining updated database
* Ability to understand critical issues concerning the faculty or student admission process, and suggest possible resolutions in minimal time
* Exceptional leadership qualities with good problem-solving skills
* Strong organizational and communication skills

**Work Experience:**

University Program Coordinator

Touro College, Los Angeles, CA

June 2016 – Present

* Coordinating with the marketing team for performing outreach functions to inform graduate seekers about the various courses offered by the institute
* Participating in quarterly meetings to understand the long-term goals and curricula of various departments, and ensuring they are successfully met
* Assisting to recruit faculty members and students for the academic year by collecting personal information to make accurate entries into the database
* Developing comprehensive reports on ongoing short-term course programs in the college and submitting monthly summary reports to the management
* Liaising with the SSC faculty, staff and divisional deans to solve issues concerning the academic matter as necessary for the degree requirements
* Giving guidance to students, faculty, administration department and other staff through written electronic correspondence, phone or in person to inform about the policies
* Providing training to interns on tasks related to credentials, recording graduation degree course details in database and recording entries

College Hub Program Coordinator

Daytona State College, Los Angeles, CA

November 2013 – May 2016

* Coordinated with the college trustees and updated curriculum as per the university standards
* Maintained close relation with other colleges and universities to find solutions concerning academic matters related to prerequisites for a particular degree course
* Implemented and maintained student database
* Responded to external queries to resolve doubts of prospective educational program participants by referring them to the college's academic counselors
* Attended monthly campus meetings and recorded minutes to prepare concise reports on the highlighted issues for seeking effective solutions
* Organized various volunteer events including fund-raising programs in the campus to spread social awareness among the students
* Communicated and collaborated with campus alumni as well as professionals from the industry through other universities to arrange career guidance programs for students

**Internship:**

Administrative Assistant

WBC Universal Enterprises, Los Angeles, CA

August 2012 – September 2013

* Answered phone calls to provide the requested information and directed calls to the concerned senior personnel for highly confidential questions
* Inspected office supplies and maintain sufficient stock, anticipated the needed supplies, and placed orders with permission from supervisor
* Ensured proper operation of office equipment by calling for timely repairs and maintenance
* Handled all administration duties along with the team
* Checked calendars of the department heads to organize and schedule internal meetings for discussing client issues, and get appropriate resolutions
* Developed and maintained a filing system to accurately produce correspondence letters, memos, faxes and various other farms to the clients as per the supervisor's instruction
* Maintained, updated technical and professional knowledge by attending monthly educational workshops or seminars

**Education:**

* Master's Degree in Business Administration
University of Southern California, Los Angeles, CA
2012
* Bachelor's Degree in Social Sciences
University of Southern California, Los Angeles, CA
2010

**Reference:**

On request.