

SARAH BETH STOOKSBERRY

DIRECTOR OF ACADEMIC ADVISEMENT AND RETENTION

CONTACT INFO

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(731) 281-6560 📞
Martin, TN 38237 📍

EDUCATION

Executive Master of Business
Administration
Bethel University
2015 - 2018
McKenzie, TN

Masters of Science
Criminal Justice
Bethel University
2012 - 2015
McKenzie, TN

Bachelor of University Studies
Communications/Public
Relations
University of Tennessee at
Martin
2001 - 2006
Martin, TN

Master Trainer Credential
Exercise Science
Lionel University
2023 - 2024

Spartan SGX Level 1 Trainer
Exercise Science
Lionel University
2023

WORK EXPERIENCE

Director of Academic Advisement and Retention

Lionel University

08/2020 - current

- Called prospective students to encourage enrollment and registration
- Provide assistance to over 300 students each semester, helping them navigate the enrollment and class registration processes.
- Counseled student for success in the classroom and encourage retention
- Solidify understanding of the online classroom
- Personal Development Instructor
- Professional and Career Development Instructor
- Instructional Design of PD102 Course
- Assisted in the training of new Admissions, Social Media, and Academic Employees

Senior Admissions Counselor

Enrollment Builders

04/2018 - 08/2020

- Called prospective students to encourage enrollment
- Assisted with the enrollment process
- Counseled student to ensure success in the classroom and encourage retention
- Solidified their understanding of the online classroom and how to navigate and manage their time and resources

Senior Admissions Advisor

Savant Learning Systems

12/2012 - 04/2018

- Worked as liaison with partner colleges to identify coursework needs
- Develop course guidelines and recruit Subject Matter Experts as needed
- Built document/Courses/ Identify supporting materials
- Lead College Recruiter
- Called prospective students to encourage enrollment
- Assisted with the enrollment process
- Counseled student to ensure success in the classroom and encourage retention
- Solidified their understanding of the online classroom and how to navigate and manage their time and resources
- Recruitment Trainer
- Created all training documents to ensure knowledge of processes and best practices

Certified Zumba Instructor
Exercise Science
Zumba Fitness
2024

SKILLS

Microsoft Office Suite
Adobe Suite
Project Management
Problem-Solving
Critical Thinking

- Scheduled and completed trainings with recruiters as well as 30/60/90 follow-up
- Built online courses to assist with continuing education in the field
- Taught how to use the online classroom and how to teach students

Admissions Specialist

University of Tennessee at Martin

10/2011 - 12/2012

- Called prospective students to encourage enrollment
- Assisted with the enrollment process
- Advised students of missing documentation
- Provided admissions decisions

Enrollment Counselor

University of Phoenix

07/2009 - 10/2011

- Called prospective students to encourage enrollment
- Assisted with the enrollment process
- Counseled student to ensure success in the classroom and encourage retention
- Solidified their understanding of the online classroom and how to navigate and manage their time and resources