

# AXARIA SHARRY

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**OBJECTIVE:** Motivated, hardworking and reliable individual seeking an opportunity to contribute strong organizational skills, attention to detail, and a positive attitude while gaining valuable work experience and growing professionally.

## **EDUCATION:**

**Monroe University**, Bronx, NY

Bachelor of Business Administration in Business Management, expected (June, 2027)

Minor: (Human Resource)

**Western Illinois University**, Macomb, Illinois

Bachelor of Business in Management, (2024-2025)

**Clarence Fitzroy Bryant College**, St. Kitts

Associate Degree in Office Administration and Management Studies, (2020-2023)

**Washington Archibald High**, St. Kitts

High School Diploma, (2011-2016)

## **EXPERIENCE:**

**Clarence Fitzroy Bryant College**, Basseterre, St. Kitts (2017 – Present)

***Admissions Officer with responsibilities of Acting Assistant Registrar (May 2024- Present)***

- Collaborate with the Registrar and other internal College stakeholders regarding best admissions and registration practices.
- When required (e.g. media requests), acts as the college spokesperson regarding admissions and registration.
- Consider all student complaints regarding admissions and registrations and set up appropriate resolution processes
- Assist with ensuring compliance consulting with the Student Services Manager and Counselor when responding to student issues involving privacy concerns.
- Respond to emails on queries from past and current students and prospective applicants.
- Enable teamwork, collaboration and information sharing to foster better customer service
- Organise work and delegate responsibility to maintain service and operational standards.
- Represent the Registrar's Office in meetings, committees, and events as required.
- Perform other related duties assigned by the Acting Registrar.

### **Students Records Management**

- Assist in maintaining accurate and secure student records in compliance with institutional and regulatory requirements.
- Assist in overseeing the creation, updating, and archiving of academic records, including transcripts, grades, and enrollment data.

### **Registration and Enrollment**

- Coordinate and oversee the student registration process each semester.
- Assist in resolving registration issues and provide guidance on course selection and enrollment policies.
- Ensure timely communication with students regarding deadlines, procedures, and changes in registration policies.

### **Course Scheduling and Catalog Management**

- Update and maintain the academic catalogue, ensuring accuracy in course descriptions, degree requirements, and policies.

### **Graduation and Certification**

- Assist in managing the graduation process, including eligibility reviews, degree audits, and the preparation of diplomas and certificates.
- Provide support for commencement ceremonies and related activities.

### **Compliance and Reporting**

- Assist with ensuring compliance with institutional, regional, and international accreditation standards.
- Prepare and submit reports on enrollment, retention, graduation rates, and other key metrics as required.

### **Student Advising and Support**

- Guide students on academic policies, transfer credits, and degree requirements.
- Act as a liaison between students and faculty to resolve academic concerns.

**Systems and Technology**

- Utilise student information systems (e.g., SIS, LMS) to manage academic data and generate reports.
- Assist in implementing and maintaining new technologies to improve office efficiency.

**Policy Development and Implementation**

- Assist in developing, implementing, monitoring and evaluating procedures and policies for admissions and registrations.
- Assist in the development and enforcement of academic policies and procedures.
- Stay informed of changes in higher education regulations and recommend updates to policies as necessary.
- Coordinate the maintenance of all admissions records in the Registrar's Office through the work of the Administrative Assistants.
- Coordinate the collection and maintenance of statistics for planning and reporting purposes (internal, external and government).

**Admissions Officer (2020-Present)**

- Support the Admissions and Registration Section of the Registrar's Office in a variety of duties including data entry, customer service, telephone support and online support.
- Ensure the smooth and efficient operation of the Registrar's Office as it relates to administrative duties; disseminate information to appropriate personnel.
- Advise applicants regarding admissions requirements, eligibility for admission, program options and other matters related to their admission to the College.
- Assist students by providing accurate information regarding Admissions, registration, and other services provided by the Registrar's Office.
- Assist in the distribution and collection of forms, including certificates, transcripts, transfer etc.
- Assist in maintaining and updating admission files and compiles admissions reports as directed
- Process student transcripts.

**Library Assistant (2020)**

- Offer a range of service and support to students and staff: printing, photocopying, processing book loans, managing library spaces, etc.

**Administrative Assistant to Dean of Teacher Education (2017-2019)**

- Prepare and disseminate correspondences on behalf of the Dean.
- Offer customer service support to Teacher Education stakeholders.
- Log, report and respond to all student complaints.
- Maintain all student records and relevant documents for the Department.
- Appointment booking.
- Provide printing and photocopying services to faculty.
- Offer general administrative support to Dean.

**ORGANIZATIONS/CLUBS:**

- Member of The National Society of Leadership and Success (November 2024 – Present)

**AWARDS:**

- RARE© Transformational Leadership Framework and Certificate Programme (June 2026)

**COMPUTER SKILLS:**

- Proficient in Microsoft Word, Excel, and PowerPoint