

Professional Accomplishment Tracker & Portfolio Template

Basic Information

- Date/Time Period: _____
- Role/Department: _____
- Supervisor (s): _____

Accomplishment Entry

- 1. What did I do?
- 2. Why was it important?
- 3. What actions did I personally take?
- 4. What was the impact/result?
- 5. Skills Demonstrated
- 6. Evidence/Artifacts to Save
- 7. Resume Bullet Version

Monthly Reflection

- Key Wins This Month
- Challenges Overcome
- New Skills Learned
- Goals for Next Month

Higher Education Administration Portfolio Categories

- Student Success & Retention
- Career Development & Advising
- Commencement & Event Coordination
- Committee Leadership
- Staff Supervision & Mentorship
- Program Development
- Cross-Department Collaboration
- Diversity, Equity & Inclusion Initiatives
- Training & Workshops
- Budget & Operations Management
- Policy & Process Improvements
- Community Partnerships

Example Resume Bullet Formula

Action Verb + What You Did + Measurable Impact

Example:

Led commencement coordination for 100+ graduates, streamlining operations and improving ceremony efficiency through cross-functional collaboration.