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## Admission Counselor Resume

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### Job Objective

To obtain a challenging position as an Admission Counselor to help people in enhancing their potential.

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### Work Experience:

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- Admission Counselor, 2006 to Present
  - Palm Beach Atlantic College, West Palm Beach, FL
  - Recruited students to achieve enrollment goals.
  - Coordinated admission fairs and special promotional programs.
  - Managed campus recruiting and the entire recruitment territory.
  - Offered career development for employees.
  - Guided the students and parents about methods for completing the admission formalities.
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### Summary of Qualifications:

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- Wide knowledge of admission procedures
  - Extended ability to maintain good relationships with referral sources
  - Profound ability to maintain a good network with public and private schools
  - Immense ability to communicate with students through telephone to explain program benefits
  - Solid ability to initiate new and innovative technologies for helping prospective students
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### Education:

B.S. in Business Administration, 2004, University Of Miami M.S in Counseling, 2006, Rider University

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