
Admissions Advisor Resume

Job Objective

Seeking employment as an Admissions Advisor to fill a position within your organization.

Highlights of Qualifications:

- Remarkable admissions counseling and outreach experience
 - Wide knowledge of human behavior, academic counseling, social work, marketing, management, business
 - Ability to recruit, advise and service adults in an educational setting
 - Skilled at surfing the web and working with online programs
 - Ability to work in a diverse environment dealing with students
 - Amazing ability to represent academy confidently
 - Proficient in Microsoft Office Applications (MS office, Excel, Access and Outlook)
 - Ability to travel to recruit and attend conferences and other related activities
-

Professional Experience:

Admissions Advisor, August 2005 – Present

National University of Health Sciences, Salt Lake City, UT

- Assisted with the Registration Activities, New Student Orientation and Open House Events.
- Assisted the prospective students with admissions enrollment and tracked student's admissions progress until start date.
- Maintained the organized, updated confidential admissions enrollment information for new students and current students.
- Maintained the accuracy of student documents in files.

Admissions Advisor, May 2000 – July 2005

Minnesota State College, Salt Lake City, UT

- Established relationships and presented the school and its programs to prospective students and families.
 - Reviewed the programs and toured the campus with prospective students.
 - Maintained the database system to track prospective students and enrollments.
 - Interviewed the applicants through telephone and personal interviews, to analyze motivation, interest, effort and ability to qualify for various programs.
 - Reviewed programs and toured with students.
 - Handled the student enrollment application process.
 - Performed daily interviews, reviewed enrollment activities and updated leads.
-

Education:

Bachelor's Degree in Education, Tarrant County College, Fort Worth, TX
Master's Degree in Education, DePauw University, Greencastle, IN

[Build your Resume Now](#)