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## Admissions Counselor Resume

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### Job Objective

Seeking a rewarding and challenging position as Admissions Counselor in a well-reputed organization.

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### Work Experience:

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- Admissions Counselor, 2006 to Present
  - University of Maryland, College Park, MD
  - Counseled applicants on admissions requirements.
  - Conducted student orientation events.
  - Educated prospective students about the University and the program.
  - Conducted vigorous follow up activity with applicants to ensure successful completion of the admissions and enrollment process.
  - Maintained positive communications via telephone and email with prospective students during the recruitment and admissions process.
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### Summary of Qualifications:

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- Wide knowledge of admissions and enrollment process
  - Excellent communication and interpersonal skills
  - Familiar with Microsoft office applications
  - Excellent administrative and counseling skills
  - Immense ability to provide students accurate, realistic information about the college
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### Education:

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B.S. in Business Administration, 2004, Drake University MBA in Marketing, 2006, Iowa State University

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