
ADMISSIONS DIRECTOR RESUME

Objective:

Seeking position as an Admissions Director. Required education available and willing to work harder and continue to grow in the industry.

Qualifications:

- Remarkable experience managing successful recruiting team
- Profound knowledge of transfer credit articulation agreements
- Thorough knowledge of student recruitment and retention issues
- Deep knowledge of targeted recruitment principles, procedures and resources
- Skilled in budget preparation and fiscal management
- Excellent interpersonal skills with both faculty and student populations
- Proficient with MS Office, including MS Word, Excel, PowerPoint, and Outlook
- Exceptional ability to make administrative and procedural decisions

Professional Experience:

Admissions Director, August 2005 – Present
Sava Senior Care, Green Bay, WI

- Directed the daily operations of the Admissions Office.
- Planned and developed strategies for admission of undergraduate students.
- Implemented faculty policy for admission and articulation, reviewed special admissions cases and requested for exceptions to policies.
- Designed, developed and maintained an organizational structure and staffing to effectively achieve the college's goals and objectives.
- Developed and managed annual budgets for the department and conducted periodic cost and productivity analyses.
- Planned, developed and implemented strategies for generating resources and revenues for the unit.
- Recommended and participated in the development of college policies and procedures.

Education:

Bachelor's Degree in Business Administration, National University, San Diego, CA

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