
Admissions Recruiter Resume

Job Objective

To gain a good position as Admissions Recruiter and to enhance experience in this field.

Highlights of Qualifications:

- Remarkable recruitment experience in higher education environment
 - Huge knowledge of marketing and public relations
 - Deep knowledge of admissions and recruiting strategies
 - Familiarity with current trends and policies affecting students
 - Wide knowledge of university, state and federal laws, regulations, policies and procedures
 - Ability to give verbal presentations
 - Superior organizational and networking skills
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Professional Experience:

Admissions Recruiter
University of South Florida, Knoxville, TN
June 2006 – Present

- Managed marketing programs of study to students.
- Carried out visits for pre-health professions advisors.
- Maintained prospective student database.
- Assisted Director of Admissions and Recruitment.
- Conducted campus visit programs and searched for prospective students.
- Aided admission processes and counseled students.

Admissions Recruiter
Providence St. Mel School, Knoxville, TN
January 2002 – May 2006

- Handled admissions processing and conducted interviews for students.
 - Imparted admissions information and aided comprehensive marketing plan.
 - Established outreach programs and promoted outreach programs.
 - Carried out admissions interview appointments.
 - Aided community outreach initiatives and Financial Aid procedures.
 - Managed development of admission publications.
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Education:

Bachelor's Degree in Business Administration
Texas Southern University, Houston, TX

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