

---

## Admissions Representative Resume

---

### Job Objective

Searching for the right opportunity to enhance my skills and broaden my experience by filling the position of Admissions Representative being offered by your company.

---

### Highlights of Qualifications:

---

- Remarkable admissions counseling and outreach experience
  - Ability to present the College in a positive way to diverse populations
  - Ability to review and evaluate admissions materials submitted by applicants
  - Ability to plan and implement recruitment activities
  - Proficient with word processing, spreadsheet and database software tools
- 

### Professional Experience:

---

Admissions Representative  
Concorde Career Colleges, Inc., Houston TX  
November 2006 – Present

- Handled queries and conducted interviews and selected apt candidates.
- Supervised enrollment and start rate goals are met.
- Efficiently managed follow-up with all enrollments to ensure successful matriculation.
- Collaborated in apt recruitment and enrollment activities.
- Supervised if all activities are in accordance with the highest ethical standards.

Admissions Representative  
University of Mary, Houston TX  
February 2001 – October 2006

- Handled inpatient admission and discharge processes and assured collaboration of admission with the Rehab Liaison.
  - Managed financial, insurance and personal demographic information and authorized it to be correct.
  - Authorized to manage paperwork and signatures and interviews patients or their reps for verification of admission information.
  - Handled queries about insurance coverage, patient responsibility, formulates financial file, manages bed control system and allots physician
  - Maintained the Pat Com data system
- 

### Education:

---

Bachelor's Degree In Education  
Florida State University, Tallahassee, FL

[Build your Resume Now](#)