
College Admission Counselor Resume

Job Objective

In a quest of challenging counseling position as a College Admissions Counselor and utilize my experience and counseling skills for the successful completion of each job task.

Work Experience:

- College Admissions Counselor, 2006 to Present
 - Peace College, Raleigh, NC

 - Counseled students about college selections, college admissions and interviews.
 - Guided applicants throughout the college application process.
 - Conducted on-campus events and programs.
 - Recruited target applicants to the University.
 - Counseled applicants on the admissions process and opportunities at the University.
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Summary of Qualifications:

- Extended ability to motivate students to take challenging courses
 - Wide knowledge of college academic plans
 - Profound ability to assist applicants with essays and resumes
 - Well-versed with MS Word, MS Excel and Power point
 - Immense ability to maintain a good rapport with faculty and parents to clarify the student's educational goals
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Education:

B.S. in Sociology, 2004, University of Phoenix M.S in Counseling, 2006, Ohio University

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