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## College Admissions Officer Resume

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### Job Objective

College Admissions Officer seeking position with organization that has the potential for career growth possibilities.

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### Highlights of Qualifications:

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- Solid knowledge of managing students' database in a college setting
  - Proficiency in Microsoft Office Suite
  - Exceptionally skilled in verbal and written communication.
  - Huge ability to counsel college students regarding admission and courses
  - Exceptional ability to work in fast, result oriented and creative environment
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### Professional Experience:

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College Admissions Officer

DePaul University, Mira Loma, CA

August 2005 – Present Supervised college admission procedures.

Counseled students and parents regarding college admission procedures and course selection.

Educated parents and students regarding admission processes.

Developed and executed student recruitment procedures in line with university and college rules.

Initiated and communicated with college staff and faculty regarding admissions.

Developed consistent and precise reporting procedures. College Admissions Officer

The Culinary Institute of America, Mira Loma, CA

May 2000 – July 2005 Handled all aspects and procedures of student admission

Provided necessary information over phone and via emails to admission seeking students.

Interviewed prospective students to determine their backgrounds, goals, and objectives.

Counseled students regarding academic programs.

Assisted students in processing applications to get enrolled in the chosen courses.

Provided continued support and encouragement to complete the courses successfully.

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### Education:

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Bachelor's Degree in Business Administration

Chestnut Hill College, Philadelphia, PA

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