
College Admissions Representative Resume

Job Objective

Looking for the opportunity to put my skills and experience to work for your company by acquiring a position as College Admissions Representative.

Highlights of Qualifications:

- Remarkable experience with college admissions counseling and outreach
 - Ability to present the College in a positive way to diverse populations
 - Ability to represent the College positively
 - Ability to help students find the career programs
 - Ability to conduct interviews in person and via the telephone
 - Ability to carry out day-to-day admission activities – recruitment and enrollment
 - Ability to communicate accurately and positively by telephone and email
 - Proficient with Microsoft Office applications, Word, Excel, PowerPoint, Outlook
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Professional Experience:

College Admissions Representative
Miami-Jacobs Career College, Oxford IN
November 2006 – Present

- Interviewed and selected qualified students and generated referrals from all sources.
- Coordinated in on-campus activities and carried out promising phone calls and handled incoming calls.
- Corresponded with students and ensured that admission needs are fulfilled.
- Extended support to improve services and formulated records and handled all documentation.
- Coordinated with internal resources.

College Admissions Representative
Dodge City Community College, Oxford IN
February 2001 – October 2006

- Coordinated with prospective students and conducted interviews.
 - Counseled students to find apt career programs.
 - Coordinated with other College departments.
 - Managed admission activities.
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Education:

Bachelor's Degree In Education
East Tennessee State University, Johnson City, TN

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