
Enrollment Advisor Resume

Job Objective

Using my past experience as an Enrollment Advisor to help you work within your organization to benefit everyone.

Summary of Qualifications:

- Remarkable experience in assisting students with admission requirements, program selection and course enrollments
 - Wide knowledge of the higher education market and industry
 - Ability to change a prospect as per enrollment requirement
 - Proficient with Microsoft Office Word, Excel and Power Point
 - Sound knowledge of databases and database software
 - Excellent oral and written communication skills
 - Great ability to perform multiple tasks effectively
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Work Experience:

Enrollment Advisor, August 2005 – Present
East Boston Neighborhood Health Center, Palm Springs, CA

- Met with an employer to set-up the enrollment meeting schedule, explained billing and payroll deductions.
- Developed the plan implementation guidelines with account management team.
- Conducted the employee group meetings explaining benefits to be offered.
- Met employees at the employers workplace on an individual basis to train them on the voluntary benefits being offered.
- Stored enrollment elections in computer.

Enrollment Advisor, May 2000 – July 2005
Connections Academy, Palm Springs, CA

- Analyzed the potential applicants and determined if they are qualified to apply and enroll in various degree programs.
 - Provided advise to the students for various academic programs.
 - Assisted the students with the enrollment process.
 - Developed and maintained the sales progress, conversion and related reports on a weekly basis.
 - Guided students interested in obtaining a Master's degree.
 - Consulted Academic Offices to make sure an excellent student experience.
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Education:

Associate Degree in Business, Delgado Community College, New Orleans, LA

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