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## Enrollment Counselor Resume

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### Job Objective

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Looking forward to work as an Enrollment Counselor for a reputed company.

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### Work Experience:

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- Enrollment Counselor, 2006 to Present
  - Central Michigan University, Mount Pleasant, MI
  - Helped students with the enrollment process.
  - Filled the seats and promoted the school to potential students.
  - Conducted pre admissions interviews with prospective students.
  - Counseled students about admissions and degree completion requirements.
  - Planned and implemented all educational outreach activities for an institution of higher learning.
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### Summary of Qualifications:

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- Excellent customer relationship experience
  - Profound ability to conduct group presentations and orientations
  - Extensive experience in sales, customer service and marketing
  - Extended ability to perform multiple tasks efficiently
  - Immense ability to establish and maintain good relationships with enrolled students and parents
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### Education:

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B.S. in Business Administration, 2004, Iowa State University M.S in Counseling, 2006, Cornell University

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