
Enrollment Counselor Resume

Job Objective

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

Work Experience:

- 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:

- 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:

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

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