
International Student Recruiter Resume

Job Objective

To obtain an International Student Recruiter position in an organization where I can use my recruiting skills to benefit.

Highlights of Qualifications:

- Remarkable experience in student advisement and admissions
 - Huge knowledge of working abroad
 - Ability to relate with peoples of varied cultures
 - Ability to manage frequent international traveling
 - Proficient with MS Office applications
 - Solid cross-cultural interpersonal and public speaking skills
 - Superior organizational, marketing and administrative skills
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Professional Experience:

International Student Recruiter
Beauty Schools of America, Ridgecrest, CA
June 2006 – Present

- Outlined and enforced recruitment activities.
- Provided guidance for prospective applicants.
- Aided development of marketing materials and agent manuals.
- Gathered inquiry, application and enrolment data and formulated statistical reports.
- Outlined market briefs and managed region research.

International Student Recruiter
Anthem Education Group, Ridgecrest, CA
January 2002 – May 2006

- Participated in recruitment fairs and managed admissions process for international students.
 - Aided course pre-registration and analyzed transfer credits.
 - Coordinated between Undergraduate and Graduate Admissions Offices.
 - Monitored success of program and outlined reports.
 - Maintained Study Abroad data base and policies with regard to overseas recruitment.
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Education:

Bachelor's Degree in International Studies
Heidelberg College, Tiffin, OH

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