

ROBERT SMITH

Admission Representative/Specialist

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Student-focus professional who is seeking a position where I can offer exceptional communication skills and being committed to total development of students through a variety of academic support and activities.

EXPERIENCE

Admission Representative/Specialist

ABC Corporation - JANUARY 2016 - SEPTEMBER 2016

- Actively recruited students by using company database, cold calling, referrals from existing students, and talking to individuals in the community.
- Managed the recruitment of students and assisted them in choosing the most appropriate course of study to meet their goals and objectives.
- Assisted with the enrollment and registration process, managing the online tracking process from initial contact through enrollment.
- Participated in and coordinated Career Fairs and community events (to promote ITT and its opportunities) Participated in and helped coordinate student orientations, student fun days, and community open houses to promote the opportunities available at ITT Tech.
- Maintain relationships with active students and mentored them during their education process.
- Participated in our weekly adopt a class program to identify and address any problems or concerns with the students educational process.
- Worked with current and future students aiding them in any admission questions.


Admission Representative

ABC Corporation - 2015 - 2016

- Recruiting of potential students by responding to inquiries from direct mail or online inquiries.
- On a day to day basis I appoint these individuals for an appointment.
- Once the individual comes in and meets with me I interview them to assess their educational needs and review the programs available, and then assist the student with the enrollment package.
- Once enrolled, staying in contact with them through the class start.
- Computer Skills Word, Outlook, Excel, Access, Power Point, Adobe, quick books, Tracker Database, CRM Stars 5.0, five 9, calyx 5.1.
- Drake Tax Software.
- Campus live, Sales Force, L360 (VELOCIFY) Fluent in Spanish and English Miami Lakes Technical Institute (GED).



EDUCATION

- Bachelor of Science in Business Administration - (Athens State University)
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SKILLS

Phlebotomy, Medical Terminology, Microsoft Word, Office, Excel.