

ROBERT SMITH

Admissions Ambassador

info@qwikresume.com | <https://Qwikresume.com>

An experienced professional is now seeking to use managerial, creative, and objective experiences to leverage top-notch managerial and organizational skills to boost efficiency at the organization.

MAY 2010 - JULY 2012

ADMISSIONS AMBASSADOR - ABC CORPORATION

- Conducted campus tours for potential students and parents.
- Participated in Open Houses.
- Engaged prospective students for campus tours and educate them about the college.
- Managed mailings to prospective students, and assist in office work.
- Assisted prospective students in the college selection process by marketing.
- Collaborated with fellow ambassadors to give tours of campus.
- Educated prospective students about campus amenities and opportunities.

2007 - 2010

ADMISSIONS AMBASSADOR - DELTA CORPORATION

- Collaborated with fellow ambassadors to give tours of campus.
- Educated prospective students about campus amenities and opportunities.
- Sent correspondence with prospective students about their visit.
- Provided campus tours assisted prospective students with the admissions process.
- Very familiar with all facets of Teachers College and its 100+.
- Performed campus tours for groups of 2-50 people and maintained professional representation of college.
- Maintained active knowledge of the campus, college.

EDUCATION

B.M. in Voice Performance - 2009(Westminster Choir College of Rider University - Princeton, NJ)

SKILLS

Social Media, Public Speaking, Communication, Organization, Microsoft, Social Networking.

