

# ROBERT SMITH

## Admissions Ambassador

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Accomplished young professional with strong interpersonal communication and customer service skills in various organizations. Successful sales and managerial skills for time-sensitive projects with experience in marketing and business operations.

### CORE COMPETENCIES

Management, Microsoft Office, Customer Service, Case Management, Leading Campus Tours, Various Art Mediums, Organization.

### PROFESSIONAL EXPERIENCE

#### Admissions Ambassador

**ABC Corporation - August 2011 - May 2012**

##### Key Deliverables:

- Answered general admissions questions, provided student tours, imputed recruitment information, build recruitment materials, imputed student.
- Informed prospective students of upcoming events to ease their transition to college life.
- Assisted with check-in for incoming student events.
- Communicated with prospective students guide tours of campus.
- Performed various clerical duties, including filing, data entry, and telephone counseling.
- Acted as a representative of the college during events that cater to 50-500 prospective students and families.
- Conducted one-hour-long campus tours and classroom visits for prospective students three times per week.

#### Admissions Ambassador

**Delta Corporation - 2008 - 2011**

##### Key Deliverables:

- Interact with prospective students, input data in the school system, and telephone work.
- Managed on average 10 student transcripts and course descriptions per week to determine what credits would transfer for transfer students Entered.
- Gave tours to prospective students and their families Participated in panel discussions and fielded questions Facilitated Open Houses for Future.
- Communicated with prospective college students, led tours, and connected with them on a personal level to make them more comfortable in the college.
- Lead informational and entertaining tours for prospective students and families; speak at admissions seminars; answer questions of prospective.
- Helped prospective students understand the benefits of attending The University.

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- Showed leadership, professionalism, pride, and the desire to promote The University while delivering superior customer service at all times.

### EDUCATION

Bachelor of Arts in Business Administration - (Augustana College)

