

# Robert Smith

## Admissions Ambassador

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

A dynamic professional with over 6 years of professional experience. Seeks to secure a position utilizing customer-friendly and interpersonal skills in assisting individuals at the organization. Managed a team of 5 office assistants in a high-volume organization.

### **SKILLS**

Program Management,  
Community  
Management,  
Recruitment.

### **WORK EXPERIENCE**

#### ***Admissions Ambassador***

**ABC Corporation - September 2010 - June 2013**

##### *Responsibilities:*

- Partnered with families in decision-making by consistent communication, awareness, and follow up.
- Served as face to prospective students and parents, gave tours of the school, answered the admissions office phones, and filed applications.
- Conducted phone calls during the admitted student phone-a-thons.
- Participated in web chats and preview days for prospective and admitted.
- Shared knowledge and personal experiences about campus and services for students.
- Acted as a student liaison of the university to prospective students and their families.
- Answered questions and lead tours of the campus.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

#### ***Admissions Ambassador***

**Delta Corporation - 2007 - 2010**

##### *Responsibilities:*

- Helped inform the prospective student and their families about the possibilities at the University.
- Built on a strong foundation in the liberal arts, College challenges students to think critically, .
- Created a safe and attractive experience for prospective students by leading teams, tours, and hosting student overnights.
- Helped increase new student registrations by explaining classes, extracurricular activities, and resources to prospective students and parents.
- Partnered with families in decision-making by consistent communication, awareness, and follow up.
- Served as face to prospective students and parents Gave tours of the school, answered the admissions office phones, and filed applications.
- Conducted phone calls during the admitted student phone-a-thons.

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

### **Education**

Bachelor of Business Administration in Entrepreneurship/Small Business Management - (Baruch College City University of New York)