



MIA TAYLOR

Admissions Assistant

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PROFESSIONAL SUMMARY

Enthusiastic Admissions Assistant with two years of experience facilitating student admissions and enhancing engagement processes. I am adept at building strong relationships with prospective students and their families while ensuring meticulous attention to detail. My proactive approach and strong organizational skills contribute to a seamless admissions experience that supports institutional goals.

WORK EXPERIENCE

Admissions Assistant 📅 Mar / 2024-Ongoing
Maple Leaf Consulting 📍 Toronto, ON

- 1. Facilitated the processing of student applications and ensured compliance with admissions standards.
- 2. Developed and maintained positive relationships with prospective students and families through effective communication.
- 3. Coordinated admissions events and campus tours, enhancing the applicant experience.
- 4. Managed inquiries from potential students, providing timely follow-ups to encourage engagement.
- 5. Assisted in the collection and verification of enrollment documentation and prerequisites.
- 6. Collaborated with the admissions team to refine processes and enhance overall efficiency.
- 7. Represented the institution at various recruitment events, effectively promoting programs and opportunities.

Territory Manager 📅 Mar / 2023-Mar / 2024
Lakeside Apparel Co 📍 Chicago, IL

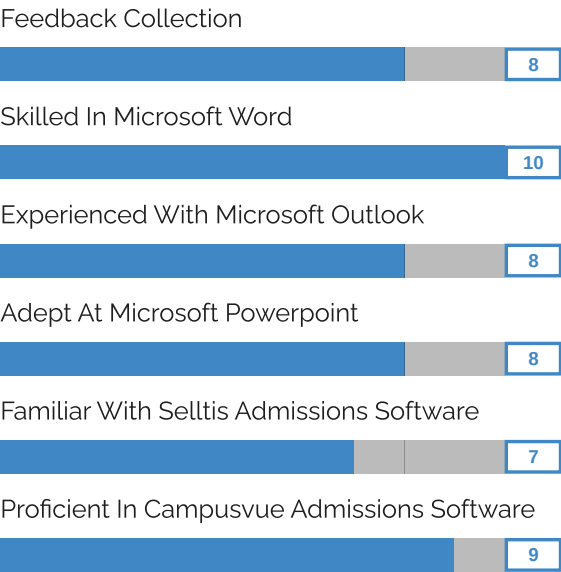
- 1. Identified and addressed prospective student needs through effective communication and relationship-building.
- 2. Managed administrative duties related to student records and data entry.
- 3. Coordinated outreach programs targeting military personnel and veterans to enhance enrollment.
- 4. Assisted in organizing and promoting recruitment events to attract diverse applicants.
- 5. Maintained compliance with institutional policies and procedures during the admissions process.
- 6. Provided excellent customer service to prospective students and families throughout the admissions journey.

EDUCATION

Associate of Science in Business Administration 📅 Mar / 2022 - Mar / 2023
Springfield Community College 📍 Portland, OR

Focused on business management principles and customer service strategies.

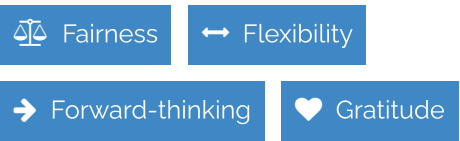
SKILLS



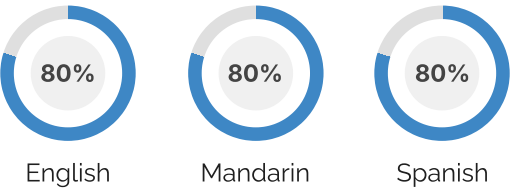
INTERESTS

- 🎮 Gaming
- 👜 Fashion
- 🎬 Film
- 💻 Technology

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- ★ Successfully increased campus visit bookings by 30% through targeted outreach efforts.
- ★ Streamlined the enrollment process, reducing application processing time by 20%.