

EMMA JOHNSON

Admissions Assistant

PROFESSIONAL SUMMARY

Committed Admissions Assistant with two years of experience streamlining application procedures and improving student engagement. My strong organizational abilities and customer service orientation foster positive interactions with prospective students and their families. I am dedicated to enhancing the admissions experience while ensuring accuracy and efficiency in all processes.



WORK EXPERIENCE

Admissions Assistant

mar / 2024-Ongoing

Blue Sky Innovations

Thicago, IL

- 1. Manage office operations within the admissions department, performing a variety of administrative duties to support the admissions team.
- 2. Maintain and organize departmental files and records using effective data management techniques.
- 3. Coordinate and monitor various financial and administrative forms, ensuring timely and accurate processing.
- 4. Assist in organizing admissions events and university fairs, enhancing outreach to prospective students.
- 5. Prepare student materials for admissions decisions, ensuring accuracy in documentation.
- 6. Support routine office operations including answering phones, managing calendars, and ordering supplies.
- 7. Act as a liaison among students, faculty, and staff to address inquiries and facilitate services.

Assistant

Mar / 2023-Mar / 2024

Cactus Creek Solutions

₽ Phoenix, AZ

- 1. Sorted and managed incoming and outgoing mail for the admissions office, ensuring efficient communication flow.
- 2. Maintained accurate records of email inquiries and processed requests promptly.
- 3. Collected and analyzed data on applicant trends to assist in strategic planning.
- 4. Managed inventory of admissions materials, ensuring availability for events and outreach efforts.
- 5. Demonstrated proficiency in MS Office applications, enhancing productivity through effective use of tools.
- 6. Collaborated within a team to meet tight deadlines and successfully complete projects.

EDUCATION

Bachelor of Arts in Communications

Mar / 2022-Mar / 2023

University of Alabama

耳 Denver, CO

Focused on effective communication strategies and public relations, enhancing skills relevant to admissions support.

- (123) 456 7899
- Los Angeles
- www.qwikresume.com

SKILLS

Microsoft Office Suite

Advanced Excel Proficiency

Email Management Systems

Presentation Software Expertise

Blackbaud Admissions Management

Process Improvement

INTERESTS

Scuba Diving

E-sports

🗪 Reading Fiction ខ Puzzle Solving

STRENGTHS



Teamwork

🗞 Tenacity

Vision

LANGUAGES





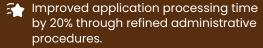


English

Spanish

German

ACHIEVEMENTS



Coordinated 5 successful university fairs, increasing prospective student engagement by 30%.