



EMMA JOHNSON

Admissions Assistant

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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 Chicago, 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 Denver, CO

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

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 Puzzle Solving

STRENGTHS

Stewardship Teamwork
Tenacity Vision

LANGUAGES

English Spanish German

ACHIEVEMENTS

- Improved application processing time by 20% through refined administrative procedures.
- Coordinated 5 successful university fairs, increasing prospective student engagement by 30%.