



AVA DAVIS

Admissions Coordinator

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PROFESSIONAL SUMMARY

Bringing over ten years of experience in admissions coordination, I specialize in streamlining recruitment processes and enhancing student engagement initiatives. My expertise in data-driven decision-making and stakeholder collaboration has led to significant improvements in enrollment metrics and institutional reputation.

WORK EXPERIENCE

Admissions Coordinator II Jan / 2019-Ongoing
Pineapple Enterprises 📍 Santa Monica, CA

- 1. Executed comprehensive insurance verifications for various plans, ensuring seamless admission processes.
- 2. Monitored and responded to referral activities, leveraging software tools to optimize workflow and compliance.
- 3. Collaborated with business and social services to ensure accurate billing and service provision for incoming patients.
- 4. Managed pre-admission documentation in compliance with state and federal regulations, improving operational efficiency.
- 5. Engaged with insurance case workers to secure timely approvals, enhancing patient admission experiences.
- 6. Coordinated with nursing staff to prepare for incoming patients, ensuring readiness and comfort upon arrival.
- 7. Conducted background checks to maintain facility safety, contributing to a secure environment for all patients.

Office Manager Jan / 2015-Jan / 2019
Crescent Moon Design 📍 Portland, OR

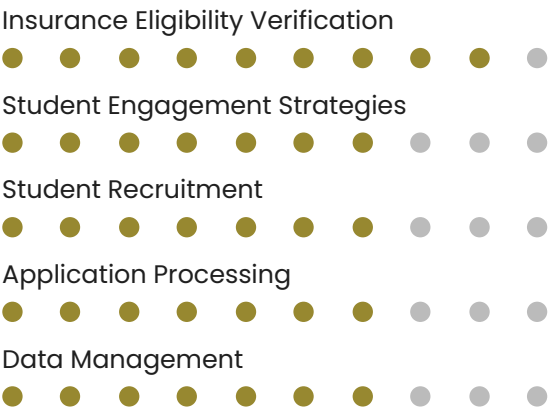
- 1. Led client project coordination, ensuring timely completion and enhancing overall operational efficiency.
- 2. Provided exceptional customer service, addressing client inquiries and concerns regarding admissions.
- 3. Managed billing and payroll processes, ensuring accurate and timely financial operations.
- 4. Facilitated daily meetings focused on improving client satisfaction and operational excellence.
- 5. Processed admission paperwork efficiently, ensuring all required documentation was completed accurately.

EDUCATION

Bachelor of Science in Business Administration Jan / 2012 - Jan / 2015
University of Springfield 📍 Toronto, ON

Focused on management principles and strategies applicable to admissions and enrollment.

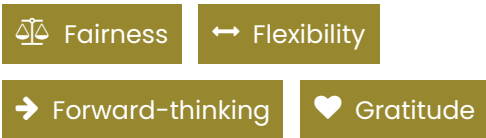
SKILLS



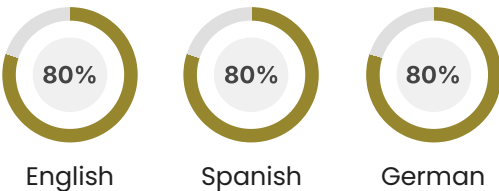
INTERESTS

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

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- ★ Increased student enrollment by 25% through targeted outreach programs.
- ★ Developed and implemented an innovative digital recruitment strategy that enhanced application rates by 30%.