



# WILLIAM PEREZ

## Admissions Student Worker

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

### 💡 SKILLS

Strong Interpersonal Communication Skills



Basic Accounting



Telephone Etiquette



Professionalism



Initiative



Program Coordination



### 🚀 INTERESTS

★ Surfing

🥋 Martial Arts

👥 Community Service

📝 Blogging

### 👊 STRENGTHS

⌚ Patience

🏔️ Perseverance

📅 Planning

⚙️ Positivity

### 🗣️ LANGUAGES



English



Swahili



Dutch

### 🌟 ACHIEVEMENTS

★ Increased student engagement by 30% through effective outreach initiatives.

★ Successfully managed over 200 student inquiries monthly, ensuring timely responses.

### 👤 PROFESSIONAL SUMMARY

With 7 years of experience in admissions support, I excel in guiding prospective students through application processes and enhancing their educational journeys. My strong communication skills and commitment to exceptional service enable me to foster meaningful connections and facilitate workshops that engage and inform students effectively.

### 💻 WORK EXPERIENCE

#### Admissions Student Worker

📅 Mar / 2021-Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Guided prospective students and families through the admissions process, ensuring clarity and understanding.
2. Assisted in the completion of financial aid forms and admissions applications, enhancing accuracy and compliance.
3. Managed and maintained confidential student records, both digital and physical, ensuring data integrity.
4. Coordinated campus visits and events, fostering a welcoming environment for prospective students.
5. Responded to student inquiries via email and phone, providing timely and accurate information.
6. Collaborated with academic departments to support student outreach efforts and program promotion.
7. Developed engaging presentations and materials to facilitate workshops for prospective students.

#### Admissions Student Worker

📅 Mar / 2018-Mar / 2021

Silver Lake Enterprises

📍 Seattle, WA

1. Supported the implementation of international education initiatives within local schools.
2. Planned and executed training sessions for educators, enhancing teaching methodologies.
3. Promoted the vision and mission of quality education through outreach and partnerships.
4. Created visually engaging presentations to communicate program objectives.
5. Reviewed and assessed school applications for accreditation, ensuring compliance with standards.
6. Collaborated with school management to identify potential areas for improvement.

### 🎓 EDUCATION

#### Bachelor of Arts in Education

📅 Mar / 2015-Mar / 2018

University of Springfield

📍 Seattle, WA

Focused on educational methodologies and student engagement strategies.