

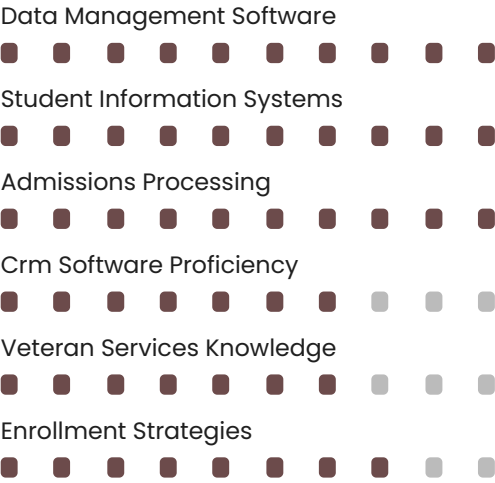


ISABELLA CLARK

Junior Assistant Director of Admissions

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SKILLS



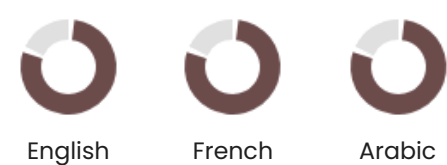
INTERESTS

DIY Projects Crafting
Meditation History

STRENGTHS

Humility Innovation
Insightfulness Integrity

LANGUAGES



ACHIEVEMENTS

- Implemented a new student onboarding program that improved retention rates by 25%.
- Developed and executed a recruitment plan that increased diversity among applicants by 30%.

PROFESSIONAL SUMMARY

Enthusiastic admissions professional with 5 years of experience in enrollment management and student engagement. Skilled in executing recruitment strategies and enhancing the applicant experience through personalized guidance. Proven ability to analyze data for informed decision-making and improve outreach initiatives. Passionate about facilitating student success and contributing to institutional growth.

WORK EXPERIENCE

Junior Assistant Director of Admissions Mar / 2022-Ongoing
Quantum Solutions LLC Phoenix, AZ

- Conducted market research to identify prospective student demographics and needs.
- Developed and implemented outreach strategies to engage potential applicants.
- Managed logistics for recruitment events and campus tours.
- Collaborated with academic departments to create engaging presentations for prospective students.
- Provided administrative support by processing applications and maintaining applicant records.
- Assisted in the creation of promotional materials for admissions campaigns.
- Maintained communication with prospective students to guide them through the admissions process.

Assistant Director Of Admissions Mar / 2020-Mar / 2022
Summit Peak Industries Denver, CO

- Scheduled and conducted interviews, assessing candidates for admission suitability based on career goals.
- Achieved enrollment and start rate goals while adhering to ethical standards in recruitment.
- Ensured compliance with state and federal regulations regarding admissions practices.
- Effectively communicated university programs and financial options to students and families.
- Forecasted enrollment trends, recognized for leading projections in 2013 and 2014 fiscal years.
- Utilized follow-up strategies to maximize student engagement and conversion.

EDUCATION

Bachelor of Arts in Communication Mar / 2018-Mar / 2020
University of Vermont Phoenix, AZ

Focused on communication strategies and public relations relevant to higher education.