ROBERT SMITH

Assistant Director of Admissions Head

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Provide the opportunity for personal and professional growth and advancement opportunities. Attain a position with a client and team oriented business that promotes customer service aptitude while expanding company-wide knowledge to meet office-oriented goals.

JUNE 2015 – NOVEMBER 2015

ASSISTANT DIRECTOR OF ADMISSIONS HEAD - ABC CORPORATION

- Accurately and completely explain educational programs, expected outcomes, student services, and financial consideration to students, parents, and educators.
- Manage inquiries to achieve prompt contact and performance activity weekly goals; utilize approved recruitment policies/formats; make prompt and effective contact with inquiries and redirect unqualified candidates based upon incompatible career goals.
- Secure new inquiries (Personally Developed Referrals) by directly asking phone and in-person contacts about referrals of others to contact that may be interested in programs offered.
- Schedule and conduct interviews, pursue qualified candidates for enrollment, and determine appropriateness of candidates for admission based upon career goal compatibility.
- Accurately forecast projected new students on a periodic basis for Campus Admissions Head.
- Consistently conduct follow-up meetings, monthly at minimum, with all applicants to ensure successful matriculation.
- Assist other personnel and departments with data collection and problem solving.

2011 – 2015

ASSISTANT DIRECTOR OF ADMISSIONS - ABC CORPORATION

- Conducts face-to-face or personal interviews, telephone interviews and e-mail correspondence to identify high school and adult student prospects to determine their educational needs, concerns and interests.
- Responsible for facilitating orientation and Registration day activities.
- Closely assists and mentor students through the Admissions process.
- Ensures compliance with applicable Company policies and procedures, laws and regulations.
- Verbally communicates approved presentations to promote programs to prospective adult and high school students.
- Actively generates referral business to help maintain Company goals.

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- Participates in school retention efforts by maintaining productive contact with active students through graduation..

EDUCATION

Bachelor Of Arts in Sociology - (Oregon State University - Corvallis, OR)

SKILLS

Recruiting, College Admissions, Sales, Event Coordinator, Public Relations.