



ISABELLA CLARK

Lead Assistant Director of Admissions

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Data Analysis



Marketing Skills



Crm Software



Cultural Competence



Communication Skills



Market Research



INTERESTS

📖 Birdwatching 🧳 Traveling

🏆 Sports Coaching 🧶 Knitting

STRENGTHS

🔧 Pragmatism 🍃 Sensitivity

💖 Sincerity 📍 Stability

LANGUAGES



English



Dutch



Russian

ACHIEVEMENTS

★ Increased prospective student engagement by 30% through targeted outreach campaigns.

★ Streamlined admissions processes, reducing application processing time by 25%.

PROFESSIONAL SUMMARY

Results-oriented admissions professional with 7 years of experience in enrollment management and strategic recruitment. Skilled in enhancing student engagement through innovative outreach programs while leveraging data analytics for decision-making. Dedicated to creating an inclusive environment that guides prospective students toward their academic goals and institutional success.

WORK EXPERIENCE

Lead Assistant Director of Admissions

📅 Mar / 2020-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Organized and executed over 20 major admissions events annually, each attracting 200+ attendees, enhancing visibility and interest in the university.
2. Reviewed and evaluated 400+ applications yearly, ensuring a thorough and fair admissions process during peak periods.
3. Served as the primary liaison for alumni and parent programs, facilitating regional send-off events that foster community connections.
4. Supervised a team of 60 student ambassadors, overseeing recruitment, training, and performance evaluations, while managing the associated budget.
5. Recruited and trained part-time counseling staff, enhancing support for prospective students and their families.
6. Managed the campus visit program, coordinating logistics for group visits and optimizing staff schedules for efficiency.
7. Revamped The Arsenal, a critical information management tool, improving outreach effectiveness and accessibility for staff and student employees.

Assistant Director Of Admissions

📅 Mar / 2018-Mar / 2020

Summit Peak Industries

📍 Denver, CO

1. Coordinated tours, open houses, and informational sessions, improving prospective student engagement and experience.
2. Conducted comprehensive evaluations of applicant files, ensuring timely admissions decisions based on established criteria.
3. Developed a systematic checklist to streamline the admissions process, ensuring compliance with documentation and health requirements.
4. Oversaw a team of admissions representatives, monitoring performance and providing guidance to enhance productivity.
5. Analyzed inquiries and engagement metrics from prospects, refining communication strategies for better outreach.

EDUCATION

Master of Education in Higher Education

📅 Mar / 2016-Mar / 2018

University of Denver

📍 Portland, OR

Focused on enrollment management and student services with a specialization in higher education administration.