

ISABELLA CLARK Lead Assistant Director of Admissions

- (123) 456 7899
- Los Angeles
- www.qwikresume.com

SKILLS



INTERESTS

Birdwatching



Sports Coaching T Knitting

STRENGTHS





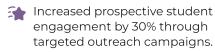




LANGUAGES



ACHIEVEMENTS



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

T 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

耳 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

耳 Portland, OR

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