



# ISABELLA CLARK

Enrollment Manager

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## PROFESSIONAL SUMMARY

Passionate enrollment manager with 2 years of experience in enhancing recruitment strategies and improving student engagement. Skilled in leveraging data analytics to drive enrollment growth and streamline processes. Dedicated to fostering positive relationships with students and stakeholders, ensuring a supportive and effective enrollment environment.

## WORK EXPERIENCE

### Enrollment Manager

📅 Mar / 2024-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Expert in identifying performance gaps and implementing strategies to enhance student recruitment and retention.
2. Develop and implement enrollment strategies to meet institutional goals.
3. Managed enrollment initiatives, ensuring team performance aligns with institutional goals and standards.
4. Remotely managed a diverse team of enrollment representatives, ensuring consistent communication and support.
5. Effectively communicated with stakeholders, participating in community events to promote enrollment initiatives.
6. Coached enrollment representatives on compliance with regulatory and policy guidelines, ensuring quality service delivery.
7. Oversaw student satisfaction initiatives by enhancing the communication process with prospective students.

### Enrollment Manager

📅 Mar / 2023-Mar / 2024

Crescent Moon Design

📍 Portland, OR

1. Managed a comprehensive student database to track progress and enhance communication with prospective students.
2. Coordinated training sessions for enrollment counselors, focusing on effective recruitment strategies and customer service skills.
3. Supported management in executing targeted enrollment marketing campaigns to boost visibility and attract new students.
4. Achieved a 31.25% increase in enrollment revenue year-over-year through strategic initiatives and improved processes.

## EDUCATION

### Bachelor of Science in Business Administration

📅 Mar / 2022 - Mar / 2023

University of Texas

📍 Phoenix, AZ

Focused on marketing strategies and management principles relevant to enrollment processes.

## SKILLS

### Team Leadership



### Coaching & Development



### Persuasion Skills



### Customer Retention



### Process Improvement



### Quality Assurance



## INTERESTS

🎮 Gaming

👜 Fashion

🎬 Film

💻 Technology

## STRENGTHS

⚖️ Fairness

↔️ Flexibility

➡️ Forward-thinking

❤️ Gratitude

## LANGUAGES



English



Polish



Russian

## ACHIEVEMENTS

- ★ Increased overall student enrollment by 15% through targeted outreach initiatives.
- ★ Developed training programs for enrollment staff, improving team performance by 20%.
- ★ Implemented a new CRM system, enhancing tracking of prospective students and increasing conversion rates.