

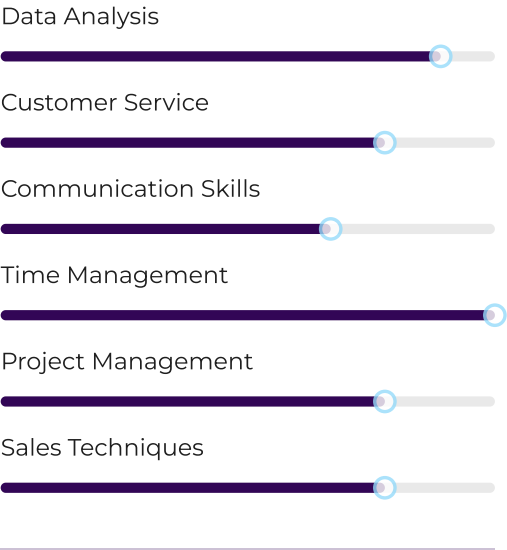


ETHAN MARTINEZ

Entry-Level Enrollment Manager

support@qwikresume.com
(123) 456 7899
Los Angeles
www.qwikresume.com

SKILLS



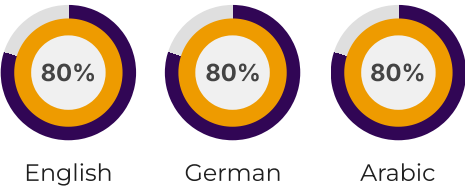
INTERESTS

- DIY Projects Crafting
- Meditation History

STRENGTHS

- Humility Innovation
- Insightfulness Integrity

LANGUAGES



ACHIEVEMENTS

- Achieved a 20% increase in student enrollment within one academic year through targeted outreach initiatives.
- Developed a student retention program that improved retention rates by 15% over two semesters.

PROFESSIONAL SUMMARY

Enthusiastic professional with 2 years of experience in enrollment management, focusing on student recruitment and retention. Adept at analyzing data to refine strategies that enhance enrollment efforts. Committed to building strong relationships with students and stakeholders, ensuring a supportive enrollment experience that aligns with institutional goals.

WORK EXPERIENCE

Entry-Level Enrollment Manager
Pineapple Enterprises
Mar / 2024-Ongoing
Santa Monica, CA

- Exceeded enrollment targets for the Birmingham Alabama campus by implementing strategic outreach programs.
- Provided accurate data on class sizes and retention rates to the Campus Director for informed decision-making.
- Conducted regular performance reviews to enhance team effectiveness and accountability.
- Recognized as the top campus for enrollment growth within four months through effective leadership.
- Facilitated team adaptation to leadership changes, maintaining focus on enrollment goals.
- Designed and executed a comprehensive coaching strategy to improve advisor performance metrics.
- Introduced a student orientation program that clarified expectations and fostered strong relationships.

Enrollment Manager
Lakeside Apparel Co
Mar / 2023-Mar / 2024
Chicago, IL

- Oversaw the admissions process, ensuring compliance and efficiency in operations.
- Utilized data analytics to guide hiring decisions and optimize team performance.
- Applied motivational leadership techniques to enhance team dynamics and productivity.
- Analyzed performance data to provide actionable insights to senior leadership.
- Played a key role in managing a diverse student body of over 3,000, ensuring effective communication.
- Led a team of admissions advisors, fostering a collaborative and results-oriented environment.

EDUCATION

Bachelor of Science in Business Administration
University of Alabama
Mar / 2022 - Mar / 2023
Santa Monica, CA

Focused on management and marketing principles applicable to enrollment strategies.