

# LIAM ANDERSON

Junior Enrollment Representative

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



## PROFESSIONAL SUMMARY

Dynamic Junior Enrollment Representative with 5 years of experience in student admissions and support. Skilled in fostering relationships and guiding prospective students through the enrollment process. Committed to enhancing student satisfaction and achieving enrollment goals through effective communication and personalized assistance.

## WORK EXPERIENCE

**Junior Enrollment Representative**  
Maple Leaf Consulting

Mar / 2022-Ongoing  
Toronto, ON

1. Conduct comprehensive admissions interviews to assess prospective students' educational goals and provide tailored program information.
2. Utilize analytical skills to resolve student issues and enhance the enrollment experience.
3. Build and maintain positive relationships with internal teams and external partners to support enrollment initiatives.
4. Manage student tracking systems to ensure timely follow-ups and accurate data management.
5. Guide students through financial aid processes, offering support and resources.
6. Generate referrals by establishing rapport with current and prospective students through effective communication.
7. Consistently meet or exceed enrollment and retention targets through strategic outreach efforts.

**Enrollment Representative**  
Cactus Creek Solutions

Mar / 2020-Mar / 2022  
Phoenix, AZ

1. Coordinated recruitment strategies and enrollment marketing efforts to enhance program visibility and attract prospective students.
2. Established partnerships with local organizations and educational institutions to promote enrollment opportunities.
3. Planned and executed informational seminars and recruitment events to engage potential students.
4. Assisted students in preparing portfolios for prior learning assessments, enhancing their enrollment readiness.
5. Acted as a liaison among students, faculty, and external agencies to streamline communication and support.
6. Developed and delivered engaging presentations on program offerings, boosting student interest.

## EDUCATION

**Bachelor of Science in Business Administration**  
University of Illinois

Mar / 2018-Mar / 2020  
Phoenix, AZ

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

## SKILLS



## ACHIEVEMENTS

- Increased student enrollment by 20% through targeted outreach and follow-up strategies.
- Streamlined the admissions process, reducing application processing time by 30%.
- Facilitated workshops that improved student understanding of enrollment procedures, resulting in a 15% satisfaction increase.