

ROBERT SMITH

Jr. National Admissions Advisor

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SUMMARY

To work at the position of a compliance analyst and ensure the organizational activities are executed as per the prescribed principles, standards and law.

SKILLS

Account Management, Sales, Retention, Customer Service.

WORK EXPERIENCE

Jr. National Admissions Advisor

ABC Corporation - 2019 – 2020

- Worked closely with Director of Admissions in student enrollment process while staying consistent with quality sales.
- Took initiative during activities and when handling objective financial issues.
- Assisted in the preparation and maintenance of program materials.
- Conducted interviews and evaluated each prospective student based on his/her needs, desires, interests, qualifications, motivations, and educational commitment level.
- Determined appropriate degree program and advised students of University requirements; tuition and fees, schedule, participation and other policies and procedures.
- Completed and maintained all required legal paperwork and data entry in an accurate and timely manner.
- Presented qualified students to the Director of Admissions for enrollment consideration.

National Admissions Advisor

Delta Corporation - 2009 – 2011

- Conducted interviews and evaluated the prospective students needs and interests to tailor a college program that would be most beneficial .
- Interface with prospective students and people supporting the decision to attend school Serve as an advocate for prospective and enrolled students .
- Interview prospective students to define their eligibility/suitability for the programs offered.
- Obtained students interest and readiness for online learning, and address potential schedule, time commitment and potential financial arrangements; .
- Guide prospective students through a process of career choices, educational options and enrollment procedures.
- Work with the student on deadline commitments and prepare them school by teaching them how to navigate the virtual campus and directing them to the .
- Responsible for outbound calls to prospective students to guide them through the admissions process.

SCHOLASTICS

- General Studies/English/Business/IT - 2010(Portland Community College)