

# ROBERT SMITH

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Address: 1737 Marshville Road,  
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## Objective

Candidate with over 15 years of experience in student services, administration, student enrollment management and program management looking for a university level position in educational administration. Leader in development of university processes tactics and structure. Skilled in the creation and monitoring of university processes specifically those designed to monitor a safe work environment.

## Skills

Strong Time Management, Human Resources Leadership.

## Work Experience

### National Admissions Advisor III

**Career Education Corporation** - June 2013 – 2020

- Scheduled and maintained appointments while organizing files, team materials and contact lists.
- Responsible for students success from enrollment through graduation.
- Served as an advocate for prospective students.
- Assigned as a National Admissions Advisor for Colorado Technical University Online.
- Responsible for conducting in depth interviews with potential.
- Managed on lead conversion, referrals, enrollment and start numbers Recruited and advised students on applications for acceptance to the university .
- Placed outbound calls to prospective students.

### National Admissions Advisor

**Delta Corporation** - 2010 – 2013

- Associated, Bachelor, or Masters Degree.
- Excellent problem resolution & analytical skills.
- Multi-task and time management skills.
- Excellent verbal and written communication skills.
- Performed administrative duties of maintaining required paperwork & entering all data.
- Team Lead/Row Captain Responsible for training new hires and providing excellent customer service to potential students through consistent and effective outreach.
- Responsible for receiving transfer-in calls as well as making outbound calls for students interested in attending the University.

## Education

MS in Leadership in Higher Education & Administration - 2007(Capella University - Minneapolis, MN)