



EVELYN WHITE

National Admissions Representative

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Student Engagement Specialist



Multitasking



Empathy



Research Skills



Marketing Knowledge



INTERESTS

- ★ Surfing
- ★ Theatre
- 🤿 Scuba Diving
- 🎵 Music

STRENGTHS

- 🔗 Pragmatism
- ⚡ Agility
- 🎯 Dedication
- 🏆 Competitiveness

LANGUAGES



ACHIEVEMENTS

- 🌟 Increased prospective student engagement by 30% through targeted outreach initiatives.
- 🌟 Achieved a 20% growth in enrollment rates by enhancing the admissions process.
- 🌟 Successfully organized and executed 5 recruitment events, attracting over 200 potential students.

PROFESSIONAL SUMMARY

Proficient admissions representative with 2 years in student recruitment and enrollment facilitation. Experienced in building relationships with prospective students and guiding them through the admissions process. Focused on delivering exceptional support and communication to enhance student engagement and contribute to institutional goals.

WORK EXPERIENCE

National Admissions Representative 📅 Apr / 2024-Ongoing
Seaside Innovations 📍 Santa Monica, CA

1. Analyzed trends in support requests to identify training and development opportunities for Enrollment staff.
2. Managed run-processes in SalesforceTarget X to ensure a stable and consistent platform for Enrollment staff.
3. Maintained data integrity within the national database SalesforceTarget X to support enrollment processes.
4. Conducted outreach to prospective students to provide guidance through their application journey.
5. Supported centrally delivered events to facilitate prospects' transition into enrollment.
6. Managed Year Up National Admissions communication channels, ensuring high-quality service to prospective students.
7. Served as a mentor for current students, providing guidance and support.

National Admissions Representative 📅 Apr / 2023-Apr / 2024
Cactus Creek Solutions 📍 Phoenix, AZ

1. Assisted prospective students through the admissions process, adhering to federal and state regulations.
2. Conducted interviews with prospective students, consistently meeting performance metrics.
3. Engaged in outbound calling campaigns to gauge interest and encourage campus visits.
4. Evaluated candidate suitability through effective communication and assessment.
5. Addressed and resolved objections presented by prospective students to foster enrollment.
6. Met and exceeded daily, weekly, and monthly enrollment goals.

EDUCATION

Bachelor of Arts in Communication 📅 Apr / 2022-Apr / 2023
University of Phoenix 📍 Seattle, WA

Focused on effective communication strategies and relationship building.