

Online Admissions Advisor

ROBERT SMITH

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Objective

To utilize my varied background and experience in Online Admissions Advisor and curricular instruction to support colleagues and students with leveraging technology in the education environment while facilitating student growth as 21st-century learners.

Skills

HTML 5, CSS3, Javascript, Quality Assurance, Software Development, Web Design, Web Development, Testing, Application Development, Project Management, Coordinator, Python, Java.

Work Experience

Online Admissions Advisor

ABC Corporation - January 2009 - July 2009

- Played an active role in the administration of the university's dormitory.
- Translated and executed prospective students' application documents.
- Checked and edited online applications.
- Created the Software Update Assistant and Software Repair Assistant User.
- Guided for Verizon Wireless.
- Created the NFC and ISIS Test Suites.
- Responsible for preparing the Software Update Assistant and Software Repair Assistant for MAC OS X user guides.

Online Admissions Advisor

Delta Corporation - 2006 - 2009

- Cold call prospective students from paid internet leads, land page leads, and South College information request and document all calls and outcomes.
- Assist students in finding the appropriate programs to help them achieve their education and career goals.
- Specialized in online admissions for graduate students.
- Demonstrated organizational management while working with multiple students in different parts of the admissions process. Showed ability to operate by.
- Call prospective students and see if they are still interested in attending school. Conduct interview to learn students' desire, interest and.
- Interview prospective students and make degree recommendations based on the students' needs.
- Consistently achieves the expected goals of enrollments and starts.

Education

Master's In Software Engineering