Robert Smith

University Ambassador

CONTACT DETAILS

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PERSONAL STATEMENT

University Ambassador is Coordinating with local clubs, event organizers, and community partners as you work as an ambassador. Capturing high-quality photo and video content. Promoting your EE projects/classwork on social media. Wearing many hats: event manager, swag distributor, content creator, and more. Consistently checking in with Ambassador Management Team on your monthly activity.

WORK EXPERIENCE

University Ambassador

ABC Corporation - April 2014 – November 2015

Responsibilities:

- Assisted admissions staff with various secretarial/administrative assignments.
- Assisted with Open Houses, and any other events hosted or co-hosted by the Admissions Office.
- Greeted and provided directions, general information and assistance to visitors, students and staff.
- Maintained and assisted with tracking of Admissions Inventory.
- Provided Campus Tours.
- Worked with Prospective students.
- Promoted Student activities and services.

University Ambassador

Delta Corporation - 2013 – 2014

Responsibilities:

- Assisted the Deans office with tours Helped other office events on campus Helped out with commencement.
- Traveled to summer camps and conferences for sixteen weeks with a team of other ambassadors.
- Recruited for Cincinnati Christian University.
- Established and sustained alumni relationships.
- Assisted with any programming and group activities requested by camp deans or conference directors.
- Assist the Office of Admissions in hosting perspective students and families.
- Assist in showing all WWU has to offer.

Education

GED

SKILLS

Planning, Activity Assistant.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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