

Name

10510 31 Street SE City, State 00000
555.555.5555 email@yahoo.com

Education

- **Master of Education in Multicultural Education** University of Washington, Washington
- **Bachelor of Arts in Communications** (Public Relations) University of Washington, Washington

Professional Skill Set

- Recruiting and outreach at community colleges, high schools and businesses in State of State
- Undergraduate admission advising (educational planning)
- Develop and implements on-site and off-site appointments and information sessions
- Admission processing and enrollment
- Higher education public relations and marketing development (publications/advertisements)
- College publications development (design, layout and production process)
- College campus event planning (on and off campus recruitment events)
- Leadership on a range of recruiting, advising and admission strategies
- Public speaking presentations on degree and institutional information
- Write and update Admission and Recruiter instructional manuals
- Recruit veterans and active duty military by attending fairs and military events (Yellow Ribbon)
- High use of Recruitment Plus and other software database management systems
- Highly independent, motivated, creative, purpose-driven, task-orientated, project management style

Professional Experience

Senior Admission Advisor and Recruiter

University of State, Division of Enrollment Management (1995 to present)

Snapshot: Recruitment and admission advising efforts to support the enrollment targets for the University of State undergraduate admission.

- Advise prospective students (in person, group session, phone, e-mail, or chat web) on the application process, transcript evaluation and admissions requirements and expectations.
- Work closely with students, faculty, parents and counselor at community colleges.
- Process applications to enrollment.
- Plan campus recruitment events (such as Plan a Transfer Fair, Advisor Open House).
- Organize, drive to, and present at college and community information fairs, individual appointments and group sessions.
- Collect and assemble recruitment data for reporting purposes.
- Coordinate, plan and execute college recruitment and admissions activities, including diversity outreach. Work closely with special student populations at community colleges.
- Provide educational counseling about college programs, course work, and degree planning.
- Help students navigate university admissions policies, procedures and services as appropriate. Knowledge of federal, state, and local laws, regulations, and policies related to student records, information systems, admissions, and registration.
- Manage the Advisor recruitment calendar which includes all our visits to community colleges, high schools, business events, conferences, and events.
- Manage and update the policy and procedure manual for admission advising.
- Part of graduation planning and event.

College Publications Lead (1995-2000)

- Responsible for design and production of college publications, includes publication production of catalog, program overviews, advertisements, student affairs publications booklets, forms and brochures.
- Design and placed all print advertisements relating to degree programs and admission in newspapers, journals, and magazines. Responsible for tracking expenses for print and radio advertisements.

Research Assistant

Research Center, Environmental Research Division, City, State (3 years)

Assist in the preparation of scientific documents, grants proposals, and lecture presentations for government and academic publications for Social and Environmental Research Scientists. Summarize literature reviews to be entered into a social science database. Assist researchers in conducting survey studies by developing questionnaires, entering data results into the SPSS application and performing telephone interviews.