Louis Applicant

123 Main Street • Anytown, CA 99999 • (123) 456-7890 • louis.applicant@email.com

ADMISSIONS COUNSELOR

*Increasing retention rates through careful evaluation and selection of student applicants.*

Detail-oriented Admissions Counselor with 10+ years’ experience and a record of success in recruiting, evaluating, and accepting applicants for a liberal arts college, seeks a position with a top college.

*Key skills include:*

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| * Strong Oral and Written Communication * Experience Developing and Leading Presentations and Information Sessions | * Helped Increase Student Retention Rates at a Liberal Arts College by 25 Percent * Experience Training New Counselors |

PROFESSIONAL EXPERIENCE

ABC COLLEGE, *Anytown, Calif.*

**ADMISSIONS COUNSELOR** (February 2013 – Present)

Recognized along with admissions team for increasing retention rates among freshman by 25 percent over the course of five years due to thorough analysis of applicant materials and follow-up with accepted candidates; developed and presented seminars about ABC college at over 50 high schools.

*Notable accomplishments:*

* Conduct dozens of informational sessions with parents, students, and counselors every month.
* Plan and implement admissions-process training programs for internal and external staff members.

ABC COLLEGE, *Anytown, Calif.*

**REGISTRAR ASSISTANT** (June 2008 – February 2013)

Maintained academic records for more than 4,000 students; managed all OCICU registration.

*Notable Accomplishments:*

* Resolved student and faculty issues regarding admissions records and registration.
* Recruited, hired, and trained 10 college interns annually; named “Top College Assistant” twice.

EDUCATION & CREDENTIALS

**BOSTON UNIVERSITY**, Boston, MA

Bachelor of Arts (Major: Spanish; Minor: Business; 3.70 GPA; Graduated Cum Laude), May 2008

**Certifications and Organizations**

National Certified Counselor (NCC) • National Association for College Admissions Counseling (NACAC)

**Related Skills**

Fluent in Spanish • Experience with SIS and Campus View • Proficient in Microsoft Office