|  |  |  |
| --- | --- | --- |
| Jane Smith | | |
| Summary  Dedicated Admissions Counselor with over 5 years of experience in higher education. Proven track record of successfully guiding students through the admissions process and enhancing enrollment strategies.  Work Experience  **Admissions Counselor Jan 2021 – Present**  Big City College Big City, NY   * Increased enrollment by 15% through targeted outreach and personalized counseling. * Implemented new CRM system that improved tracking of applicant communications.   **Admissions Coordinator Jun 2018 – Dec 2020**  Small Town University Small Town, NY   * Coordinated 10+ recruitment events annually, attracting over 500 prospective students. * Developed and maintained relationships with local high schools to promote college opportunities.   Education Master of Education: Higher Education Administration Jan 2018 *Big City University**Big City, NY*  certifications   * Certified Enrollment Management Professional – National Association for College Admission Counseling – 2020 | Contact  (987) 654-3210  jane.smith@example.com  Big City, NY 54321  Skills  Admissions Processes  Enrollment Management  Data Analysis  Event Planning  Networking  CRM Software  Public Relations  Conflict Resolution |