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| Jane Smith |
| SummaryDedicated 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.

EducationMaster 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) 654-3210jane.smith@example.comBig City, NY 54321SkillsAdmissions ProcessesEnrollment ManagementData AnalysisEvent PlanningNetworkingCRM SoftwarePublic RelationsConflict Resolution |