

# ADMISSIONS COUNSELOR

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## EDUCATION

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**The University of Denver (DU)**, Denver, CO **Anticipated May 20XX**  
Master of Education in Higher Education

**Regis University**, Denver, CO **May 20XX**  
Bachelor of Arts, *cum laude*; Major: Communication, Minor: History  
Honors: Communication Department Academic Excellence Award; Communication Department Junior Scholar Award

**Study Abroad** **June 20XX**  
*The Gregorian University*: Rome, Italy

## ADMISSIONS EXPERIENCE

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**Admissions Counselor, Regis University**: Denver, CO **July 20XX-June 20XX**

- Promoted from Admissions Associate for outstanding dedication to the Office of Graduate Admissions
- Assumed responsibility for the Director of Graduate Admissions during 3 month employee vacancy
- Trained the new supervisor on recruitment programs, policies and procedures at Regis College
- Collaborated with the Director of Graduate Admissions to increase graduate student enrollment by 30%
- Developed and executed a student recruitment and marketing plan; created publications to support goals
- Recruited current graduate students and alumni to represent Regis in an ambassador program
- Administered frequent assessments to gauge the success and utility of recruitment events
- Co-founded the Customer Service Committee to increase campus satisfaction and college-wide communication
- Identified new markets and outreach opportunities; established partnerships with school systems and professional organizations as a result of this initiative
- Collaborated with administrative and academic departments to plan 3 graduate orientations of up to 200 people

**Admissions Associate, Regis University**: Denver, CO **Sept. 20XX-July 20XX**

- Provided excellent customer service to applicants from their initial point of inquiry through their enrollment
- Reviewed complete applications to verify recruitment standards; made recommendations accordingly
- Served as the contact liaison between applicants and faculty
- Attended college fairs and other related activities relevant to the recruitment of graduate students
- Coordinated and implemented 13 Graduate Open Houses consisting of 40 to 60 people per event
- Maintained enrollment statistics as well as the graduate admissions database; monitored data for accuracy
- Processed all inquiries, applications, application materials, admission decision letters, and deposit forms

## ORIENTATION AND RECRUITMENT EXPERIENCE

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**Vice-President, Student Personnel Association (SPA)**: Denver, CO **Dec. 20XX-Sept. 20XX**

- Elected by peers to plan 2 interview weekends designed to recruit 60 prospective graduate students
- Served as the student liaison between prospective students, SPA and faculty
- Educated and trained 35 current graduate students on recruitment best practices
- Provided interview candidates with travel and lodging information prior to their arrival at DU
- Coordinated event logistics such as room reservations, meals and promotional materials for both events
- Assessed Interview Weekend 2012 and 2013 to improve the process for future prospective students
- Enhanced a peer-mentor program by pairing new graduate students with current students to facilitate healthy integration into the DU community

**Graduate Intern, Metropolitan State University of Denver (MSU Denver)**: Denver, CO **May 20XX-Aug. 20XX**

- Selected in a highly competitive process to be a National Orientation Directors Association (NODA) Intern
- Co-Led the training and supervision of 14 undergraduate Orientation Leaders (OLs) ages 18-35
- Executed 18 adult, transfer and new student orientation sessions of up to 120 students
- Contributed to the successful orientation of ~2400 students to MSU Denver community
- Administered formal performance reviews with 5 OLs; conducted one-on-one meetings with 14 OLs
- Implemented an OL professional development campaign consisting of training in student development theory, diversity issues, public speaking, crisis management and office professionalism
- Bench-marked orientations at competitor schools to draw strategies to improve orientation at MSU Denver

# ADMISSIONS COUNSELOR (Page 2)

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## ADDITIONAL HIGHER EDUCATION EXPERIENCE

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**Career Center Graduate Assistant, DU: Denver, CO** **Aug. 20XX-Present**

- Advise undergraduate students seeking job opportunities, internships, graduate school information and career development
- Administer mock interviews and critique students' resumes and cover letters to enhance their professional appeal
- Present to classrooms of 300+ students to promote Career Center resources and career related topics
- Conduct assessments and analysis of the Type Focus and Strong Interest Inventory to expose students to possible academic majors and career paths
- Build relationships with employers to identify job opportunities and effectively market them to qualified students
- Assumed responsibility for five different career consultants during extended periods of employee vacancy
- Developed an "Applying to Graduate School" section of the Career Center website to meet the needs of students hoping to further their education
- Screened 200+ Graduate Assistant Applications; selected and interviewed 16 candidates
- Greeted students and employers at 4 Career Fairs composed of ~130 employers and ~1500 students

**Office of Judicial Programs (OJP) Practicum Student, DU: Denver, CO** **Jan. 20XX-May 20XX**

- Adjudicated hearings for students with alcohol and computer use violations
- Observed confidential hearings for students who allegedly violated the DU Code of Conduct
- Attended bi-monthly University Judiciary (UJ) Meetings, a student group of ~50 student volunteers
- Presented on student development theory to help UJ Trainees understand the students they are working with
- Edited the new OJP website and the UJ bylaws
- Prioritized to effectively balance 10 practicum hours with a full-time course load and 20 hours of work per week

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## DIVERSITY TRAINING

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**SafeSpace Facilitator, DU: Denver, CO** **Aug. 20XX-Present**

- Provide an inclusive environment for all Lesbian, Gay, Bisexual and Transgender (LGBT) students, faculty, and staff through facilitating diversity training sessions to 6-12 members of the DU community per program

**Dimensions of Multicultural Practice in Student Affairs Course, DU, Denver, CO** **Aug. 20XX-Dec. 20XX**

- Studied the ways in which gender, race, ethnicity, sexuality, ability, religion, and class are constructed within U.S. society and higher education
- Developed a standard of practice pertaining to all students, particularly those from marginalized communities

**Disability Awareness Seminar, DU, Denver, CO** **March 20XX**

- Enhanced disability-related awareness through learning about campus and community resources for students with disabilities as well as strategies for creating a welcoming campus environment

**Certificate in Global Leadership, Regis University, Denver, CO** **Oct. 20XX**

- Participated in a series of 4 internationally-focused seminars to enhance global competencies such as global leadership, cross cultural communication and creating change in the 21<sup>st</sup> century

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## PROFESSIONAL ORGANIZATIONS

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- Member & Conf. Attendant, **Student Affairs Administrators in Higher Education (NASPA)**, 20XX-Present
- Member, **American College Personal Association (ACPA)**, 20XX-Present
- Member & Conf. Attendant, **Nat'l Association of Graduate Admissions Professionals (NAGAP)**, 20XX-20XX
- Participant, **Graduate and Professional School Enrollment Management Corporation Workshop**, May 20XX

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## COMPUTER SKILLS

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Microsoft Office Suite, Dreamweaver, Jenzabar EX, Infomaker, EMT, STS/C3M, Banner, Judicial Action