

Michael Soliz

123 Grouse lane ♦ New York

212-222-2222

Objective: Interested in applying for the position of a Admissions Representative with a leading College/University

Experience: *St. Claire College of Fine Arts* *New York, New York*
Admissions Representative 5/3/2009 to Present

- ♦ Conducting personal and telephonic interviews of students.
- ♦ Review programs including touring through the facility with prospective students.
- ♦ Discuss the process of accreditation, placement assistance, and student services with prospective students, ensuring that the highest levels of integrity and intelligence are maintained regarding the school and programs.
- ♦ Ability to multi-task and to succeed within strict deadlines.
- ♦ Exceptional social and customer centric skills. Persuasive communication skills & proven ability to interact effectively with students, staff and faculty.
- ♦ Strong attention to detail and have the capability to be highly organized.
- ♦ Coordinated and expedited monthly office supply order for 10 member team.

Mcdermot College of Technical Science *new York. New York*
Field Admissions representative 3/3/2007 to 3/3/2009

- ♦ Establish and cultivate relationships with high school teachers, guidance counsellors, administrative staff, and service managers.
- ♦ Design and deliver motivational career presentations to high school students.
- ♦ Lead generation for enrolments and conducted in-home enrolment interviews.
- ♦ Working closely parents and school officials to ensure students success in their post-secondary education.

W.D. Smith College of Technology *Cypress, CA*
Admissions Cordinator 1/3/2005 to 1/3/2007

- ♦ Assisted with the recruitment process.
- ♦ Report generation of admission activity.
- ♦ Timely and accurate lead distribution to Admissions representatives as well as tracking these leads.
- ♦ Ensure all Student data is accurate and all fields have been filled out.

- ◇ Assist Admissions department in maintaining and obtaining student documentation to complete student files before the start of school.
- ◇ Managing the front desk.

Education: *University of Arizona* *Arizona*
Masters of Business Administration 2007

University of Arizona *Cypress, Arizona*
Bachelors of Commerce 2004

Additional Training:

Affiliations:

Testimonials:

References: Available upon request