

**Michael Soliz**  
123 Grouse lane  
New York  
212-222-2222

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**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  
**Bachelors of Commerce**

Cypress, Arizona  
2004

**Additional Training:**

**Affiliations:**

**Testimonials:**

**References:** Available upon request