

- Profile** Positive and energetic team player. Organized and detail-oriented with effective leadership and communication skills. Passionate about people and education.
- Education** **Michigan State University** – East Lansing, MI
Master of Arts in Education, August 2013
- Emphases in Sports Leadership, Postsecondary Leadership
- Calvin College** – Grand Rapids, MI
Bachelor of Arts in Secondary Education, May 2008
- Major in Physical Education; Minor in Health Education
 - Course abroad in the Yucatan – Teaching and Coaching in Mexico
- Work Experience** **Admissions Team Leader** – Community Care College/Oklahoma Technical College, Tulsa, OK
Oct 2011 – June 2013
- Led team of nine Admissions Representatives and four Front Desk Representatives
 - Planned and led weekly team meetings to review strategy and initiatives
 - Trained new Admissions hires in all job duties and company processes
 - Responsible for maintaining compliance with the Department of Education as it relates to student attendance issues
 - Assisted Graduation Committee with planning and executing biannual ceremonies
- Admissions Representative** – Community Care College, Tulsa, OK
Feb 2010 – Oct 2011
- Facilitated tours and information for prospective students, represented twelve school programs
 - Consistently exceeded enrollment expectations in conversion from lead to start
 - Maintained open-door policy with students to encourage continued engagement with education
 - Represented the college during career fairs and publicity events
 - Taught Career and Life Development course required for all new college students
- Admissions Coordinator** – Community Care College, Tulsa, OK
July 2009 – Feb 2010
- Performed administrative duties for Admission teams, greeted prospective students
 - Managed and distributed prospective student inquires to Admissions Representatives
 - Delivered excellent customer service to students and employees
- Related Experience** **Resident Assistant** – Calvin College, Grand Rapids, MI
2006-2007
- Served as leader and mentor for 40 freshman and sophomore students
 - Developed educational programs, floor and dorm events, and promoted community
 - Reinforced college rules and regulations, and encouraged healthy student relationships
- Calvin College Basketball Player** – Calvin College, Grand Rapids, MI
2004-2005
- Skills** Proficient in Microsoft Office
Daily use of Transcript system for company operations
Competency in Spanish language skills