

HENRY ROSS

OBJECTIVE

To secure position as Admissions Counselor which allows me to contribute my skills and experience in building relationship and increasing enrollment.

PROFESSIONAL EXPERIENCE

03/08/2008-Present

Sample University

Admission Advisor

- Prospecting for new students by oral and written communication, plus developing effective call strategies while leaving voice mails, sending emails and scheduling appointments.
- Identify and Qualify prospective student's by listening to concerns, hopes and dreams they express.
- Main goal was to enroll and retain new students by building trust, providing support and tools for student to succeed.
- Enrolled diverse student population-providing opportunities to everyone who qualified (very successful with those over 55yrs).
- Walked students thru entire enrollment process-from cost of school, funding options, Tech requirements plus aspects of online education.
- Strong computers skills-Proficient with Microsoft office suite-Our motto is "Technology Changes everything"
- Rec. multiples Awards- including 2010-11 Advisor of the Year, by enrolling 96 students in 4th quarter and retaining 92 of them!
- Assist in Training and developing new admissions Advisor in communicating on phone and connecting while building relationships & networking to obtain future recommendations.

11/15/06-2/04/2008

Graduate Loan Asso

Sr. Loan Consultant

- Inbound and Outbound Calls
- Consolidation of Federal & Private Student Loans
- Maintain clientele base & produce residual business
- Successful Multi-tasking & Lead Manager strategies
- Received award for utilization of one call close

05/50/2002- 09/10/2006

College Loan Corp

Loan Consultant

- Provide funding & asst. in enrollment procedures
- Qualify and set-up Federal funding for students
- Walked clients through the application process
- Coordinated with the financial office to secure funds
- Extensive computer knowledge
- Have consistently ranked among the top 10% of Senior Loan Consultants
- Received award for highest retention

EDUCATION

Sample University & Sample Junior College

- BA in Psychology
- AA in Business Administration

PROFESSIONAL MEMBERSHIPS

- Professional Toastmaster Group
- The Way Christian Fellowship

MILITARY SERVICE

United States Marine Corp- 1985- Corporal-Specialized-Field Artillery

References provided upon request

