**Adam J. Kerry**

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**Career Summary:**

A highly dedicated professional with over 6+ years of experience in educational sector and strong background of working with many students for different universities. Goal-oriented with strong management skills and convincing abilities. Strong knowledge of academic programs, persuasive communication, and ability to provide guidance about the most suitable university to an applicant by resolving all queries.

**Summary of Skills:**

* Comprehensive knowledge of curriculum of different universities, and admission procedures
* Ability to guide and convince students on selecting right degree programs and institutions based on their skills and interest
* Capable of conducting orientation programs and welcome new students
* Expertise in establishing excellent rapport with students and parents
* Ability to provide services for admissions, hostel accommodation, financial aid, and job placement
* Ability to check and review admission documents submitted by applicants
* Proficiency in using Microsoft Office Suite, Spreadsheets and database management
* Strong written and verbal communication skills

**Work Experience:**

College Admission Representative

Bryant and Stratton College Southtowns, Orchard Park, New York

October 2016 – Present

* Contacting 3000+ prospective students for telephonic interviews, face-to-face discussions and campus visits to understand their inclinations
* Directing international students with admission process through online chat windows and video calls
* Explaining educational courses, expected outcome, scholarships, internship, and placements criteria at the career fairs to prospective students
* Evaluating applicants' qualifications, experience, and objectives for right guidance
* Answering phone calls, responding to queries on mails, and coordinating with admission team
* Performing career consultations for 20 students daily, and motivating them to take right actions for the goals
* Helping students in need of financial aids and directing them to the concerned authorities for possible fee waiver scheme

College Admission Representative

Villa Maria College, Buffalo, New York

January 2014 – September 2016

* Assisted senior admissions representatives to verify submitted documents with applications and contacted student when necessary
* Conducted one-to-one discussion with students and understood their inclination towards a particular course
* Compiled and recorded all enrollment data in a single file, and maintained it separately year wise for each different
* Explained course programs and facilities provided by the university to teachers, parents, and educators
* Succeeded in providing accurate recommendations to 200 + students for the last academic year
* Provided placement services to graduate students, and improved admission rate for academic year 2015-16
* Conducted acceptance interviews for first-year students

**Volunteer:**

Student Admission Representative

Erie Community College, Buffalo, New York

October 2012 – December 2013

* Researched syllabus structure of different universities, and created brochures for students
* Collected information of prospective sudents on the basis of demographics and scores in entrance exam
* Contacted potential students and provided them information about the universities they could apply for on the grade obtained
* Understood student's career plan and provided effective counseling about college admission, financial loan, and best suitable rental apartment irrespective of nationality
* Assisted college authorities to improve on campus facilities and selection of resident adviser
* Conducted innovative campaigns for the admissions of 5 universities and exceeded enrollment goals by 15%
* Initiated follow-up meetings for freshers to discuss their problems, and reach guaranteed solutions within one month of the complaint

**Education:**

* Bachelor's Degree in Education   
  ABC University, New York City, NY   
  2011

**Reference:**

On request.