**Your Full Name**

*Tel: E-mail:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A graduate university administrator with over eight years’ of experience in the UK higher education sector. Experienced in leading teams as well as providing supervision to individuals. Competent user of IT technologies and successfully managed CRM databases. Demonstrates the ability to work remotely and meet set deadline dates. Displays a positive outlook to challenges and able to manage priorities. Bilingual speaker of English and Spanish.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education**

Jan 2022 **Qualification 1: Diploma in Leadership and Management**

Name of the university or education provider

Month/year **Qualification 2**

Name of the university or education provider

Month/year **Qualification 3**

Name of the university or education provider

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Admissions Manager** 2016 – Present

**Name of the university or school**

* Managing five staff members within admissions
* Providing admissions consultancy in the UK and internationally
* Responsible for managing the departmental budget, in excess of £25,000
* Maintaining and developing the departmental CRM databases
* Leading interactive webinars and delivering student outreach initiatives
* Using virtual platforms including MS Teams, Slack, GoToMeeting

**Admissions Coordinator** 2014 – 2016

**Name of the university or school**

* Managing the admissions processes for three postgraduate courses
* Acting as a deputy for the Admissions Manager
* Delivering admissions presentations at Open Days
* Maintaining the departmental databases
* Responding to applicant enquiries via e-mail, phone and post
* Giving admissions related guidance to international applicants

**Part-time English tutor** 2012 - 2014

**Name of the university or school**

* Marking students' work including essays, presentations and reflections
* Delivering face-to-face teaching to international students
* Responding to students’ queries in a timely manner
* Providing academic feedback to students on their progress
* Monitoring students’ attendance

**Additional Courses:**

* Jan 2021 Professional Development course on ‘Supervising Individuals’
* May 2020 Women in Leadership 3-day course
* March 2020 Advanced MS Excel skills

**Additional experience:**

June 2018-July 2019

Delivering summer English courses to international students between the age of 14-18

References are available upon request.