

# IWANA JOB

---

Street  
City, State, Zip

e-mail  
Phone Number

## PROFILE

Excellent sales, presentation, organization and problem solving skills. Demonstrated talent for establishing personal relationships, networking, and explaining complex concepts to others. Strong management, program development and computer abilities. Understanding of financial and budgeting concepts.

---

## EXPERIENCE

### Sales/Marketing

- Closed “double sale” deals by marketing and placing graduates with local and national employers. Exceeded company placement and salary goals for the duration of my employment.
- Solicited over 75 new job orders from prospective employers in one year.
- Increased customer base by 20% through networking, cold calling and participation in professional organizations.
- Proposed and developed a marketing tape representing 13 art colleges to prominent animation studios.
- Recruited undergraduate students for a liberal arts college. Activities included, identifying prospective students, organizing informational programs and initiating strategies to enroll superior candidates.
- Arranged an extensive travel schedule involving 20 annual college fairs and 100 high school visits.
- Managed all alumni recruiting efforts at St. John Fisher College involving over 150 alumni.

### Management/Program Development

- Won an Outstanding Achievement Award for directing financial aid loan operations while unanticipated staffing issues were resolved.
- Directed the day-to-day operations of three residence facilities housing 350 people.
- Facilitated 3.5 million dollars worth of building maintenance and improvements.
- Oversaw International Student Program’s compliance with new government regulations and interface with new SEVIS database required by the INS to track international students.
- Designed and executed the first extended new student orientation program at Colorado College impacting over 1500 students. 99 % of program evaluations indicated that stated goals were achieved.
- Acquired an \$8,000 grant for a new wilderness leadership program.

### Presentation/Training

- Co-instructed two accredited university courses covering areas related to college adjustment and success.
- Trained 180 staff members to handle administrative tasks, crisis situations, and programming.
- Led students on global field excursions in ten countries covering four continents.

### Computer Skills

- Managed department shared network drive and reorganized file configuration.
  - Eight years experience utilizing Microsoft Word, Excel, Power Point and Exchange on a daily basis.
- 

## EMPLOYMENT

- **Admissions/Retention/International Student Advisor** 09/01 – Present  
Make A Difference College, St Paul, MN
  - **Career Counselor/Placement Specialist** 06/00 – 05/01  
American College, St Paul, MN
  - **Housing Director/Orientation Coordinator** 08/96 – 7/99 & 1/00 – 06/00  
Walter College, Denver, CO
  - **Residence Director** 09/99 – 12/99  
Semester at Sea, Institute for Shipboard Education, University of Pittsburgh
  - **Admissions Counselor** 9/93 – 8/94  
James College, Rochester, MN
- 

## EDUCATION

- **MS, College Student Personnel**, South Carolina University 5/96
- **BA, History** (Minor in Business – Human Resource Concentration), James College 5/93