



Victor Chang

Admissions Counselor

PERSONAL INFORMATION



(310) 555-4455



victorchang@example.com



LinkedIn | Portfolio



Pasadena, CA

EDUCATION

B.A. in Communications

Caltech | May 2018

KEY SKILLS

- Applicant Evaluation
- Campus Tours
- Event Coordination
- CRM Management

ABOUT ME

Admissions Counselor with four years of experience recruiting and evaluating applicants for undergraduate programs. Skilled in application review, campus visits coordination, and yield-driven outreach strategies.

PROFESSIONAL EXPERIENCE

Admissions Counselor | September 2020 - Present
Caltech Admissions, Pasadena, CA

- Reviewed 3,000+ applications annually, contributing to a 7% increase in yield.
- Hosted 50+ campus tours, improving student engagement by 20%.

Recruitment Assistant | June 2018 - August 2020
USC Admissions, Los Angeles, CA

- Organized regional recruitment events, boosting out-of-state applications by 15%.
- Managed CRM data, improving follow-up response times by 30%.