


Olivia Garcia

College Admissions Assistant


Organized and personable admissions assistant with a talent for guiding prospective students and managing application processes.

CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn

 San Diego, CA

EDUCATION

Bachelor of Communications
University of California, San Diego
June 2025

KEY SKILLS

- Application review
- Event coordination
- Student advising

PROFESSIONAL EXPERIENCE

ADMISSIONS ASSISTANT | UNIVERSITY ADMISSIONS OFFICE
AUGUST 2022 – PRESENT

- Coordinated campus tours, improving attendance by 15% through targeted outreach
- Reviewed 200+ applications per admissions cycle

STUDENT WORKER | REGISTRAR'S OFFICE
SEPTEMBER 2021 – MAY 2022

- Assisted in processing transcripts and resolving student inquiries