



Olivia Garcia

Admissions Assistant

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

CONTACT INFORMATION



(987) 123-6540



email@example.com



LinkedIn



San Diego, CA

KEY SKILLS

- Application review
- Event coordination
- Student advising

EDUCATION

Bachelor of Communications University of California, San Diego | Expected June 2025

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