# Simone Fairbanks

// Admissions Recruiter

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## > SUMMARY

Admissions recruiter with 5 years of student recruitment for nursing and four-year college programs across Georgia. Gives 120+ presentations a year, plans territory travel in Outlook and uses Excel analysis to put time into the schools that produce enrollments. Able to work independently from a home office.

## > SKILLS

• Student Recruitment • Presentations • Territory Management • Customer Service • Excel • Word • Outlook
• Analytical Skills • Time Management • Work Independently

## > EXPERIENCE

**Admissions Recruiter** 03/2023 - Present
Peachtree College of Nursing & Health Sciences Atlanta, GA
*Private nursing and allied health college with 3 campuses.*

- Recruit applicants for nursing and allied health programs across a 22-county territory with territory management from home.
- Deliver **120+** presentations a year at high schools, hospitals and workforce boards, generating 1,400 qualified inquiries.
- Analyze inquiry-to-enrollment data in Excel each month, moving fair spending to the 5 schools producing the most starts.
- Plan visits and follow-up in Outlook, holding a 48-hour response time on every new lead.

**Admissions Counselor** 01/2021 - 02/2023
Chattahoochee Valley College Columbus, GA
*Four-year public college.*

- Managed a 35-high-school territory, reaching 104% of the fall enrollment goal in 2022.
- Interviewed applicants and families on campus, answering customer service questions on aid, housing and transfer credit.
- Wrote a counselor newsletter in Word for 200 high school counselors each term.
- Coordinated 4 on-campus preview days a year for 300 visiting students and families.

**Student Admissions Ambassador** 08/2018 - 12/2020
Georgia State University Office of Undergraduate Admissions Atlanta, GA
*Part-time campus job while completing a communication studies degree.*

- Led 8 campus tours a week for groups of up to 25 prospective students and parents.
- Answered 50 phone and email questions a week about admission requirements and deadlines.
- Staffed 20 evening receptions a year and entered every inquiry card into Excel the next day.

## > EDUCATION

**Bachelor of Arts** 12/2020
Georgia State University Atlanta, GA
Communication Studies