

Hannah Lindqvist

Enrollment Coordinator

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SUMMARY

Enrollment coordinator with 5 years in higher education admissions, now running the graduate enrollment process for 6 programs. Builds Excel funnel reports in Microsoft Office, plans information sessions and works with financial aid and the registrar so admitted students meet every deadline.

SKILLS

- Excel
- Microsoft Office
- CRM
- Customer Service
- Financial Aid
- Enrollment Reporting
- Event Planning
- Application Review
- Communication
- Meet Deadlines

EXPERIENCE

Enrollment Coordinator 08/2023 - Present
Mill City University Minneapolis, MN

Private university with 3,800 graduate and adult students.

- Coordinate enrollment for 6 graduate programs, moving **1,100** applicants a year from inquiry through deposit and orientation.
- Build Excel enrollment reporting on funnel conversion by program for the dean's weekly meeting, replacing 3 manual reports.
- Plan 14 virtual and on-campus information sessions a year, raising attendee-to-applicant conversion to 31%.
- Partner with financial aid and the registrar on holds, helping 96% of admitted students meet deadlines for registration.

Admissions Counselor 07/2021 - 07/2023
Cannon River College Northfield, MN

Residential liberal arts college.

- Recruited first-year students in a 40-school Twin Cities territory, meeting the deposit goal both years.
- Completed application review on 700 files per cycle, writing committee summaries within 5 days.
- Managed applicant communication in the CRM, sending segmented email campaigns to 5,000 prospects.

EDUCATION

Bachelor of Arts 05/2021
University of Minnesota Minneapolis, MN
Sociology