

Classic chronological CV template for professional and non-academic staff working in the Higher Education sector

Your Full Name

Tel:

E-mail:

A graduate university administrator with over eight years of experience in the UK higher education sector. Experienced in leading teams as well as providing supervision to individuals. Competent user of IT technologies and successfully managed CRM databases. Demonstrates the ability to work remotely and meet set deadline dates. Displays a positive outlook to challenges and able to manage priorities. Bilingual speaker of English and Spanish.

Education

Jan 2025 **Qualification 1: Diploma in Leadership and Management**
Name of the university or education provider

Month/year **Qualification 2**
Name of the university or education provider

Month/year **Qualification 3**
Name of the university or education provider

Admissions Manager 2023 – Present
Name of the university or school

- Managing five staff members within admissions
- Providing admissions consultancy in the UK and internationally
- Responsible for managing the departmental budget, in excess of £35,000
- Maintaining and developing the departmental CRM databases
- Leading interactive webinars and delivering student outreach initiatives
- Using virtual platforms including MS Teams, Slack, GoToMeeting

Admissions Coordinator 2017 – 2023
Name of the university or school

- Managing the admissions processes for three postgraduate courses
- Acting as a deputy for the Admissions Manager
- Delivering admissions presentations at Open Days
- Maintaining the departmental databases
- Responding to applicant enquiries via e-mail, phone and post
- Giving admissions related guidance to international applicants

Part-time English tutor 2012 - 2017
Name of the university or school

- Marking students' work including essays, presentations and reflections
- Delivering face-to-face teaching to international students
- Responding to students' queries in a timely manner
- Providing academic feedback to students on their progress
- Monitoring students' attendance

Additional Courses:

- Jan 2023 Professional Development course on 'Supervising Individuals'
- May 2023 Women in Leadership 3-day course
- March 2024 Advanced MS Excel skills

Additional experience:

June 2022-July 2024

Delivering summer English courses to international students between the age of 14-18

References are available upon request.