

Miranda J. Reed

63 Allen Street

Buffalo, New York 14201

(716) 886-1234

Objective A position as an admissions counselor in a four-year college setting.

Education *Master of Science in Student Personnel Administration*, May 20XX
State University College at Buffalo, New York

Bachelor of Arts in Political Science, May 20XX
Binghamton University, Binghamton, New York

Experience *Admissions Counselor/ Graduate Assistant*, August 20XX-Present
Office of Admissions, State University College at Fredonia, New York

- Conducted weekly information sessions for prospective students and their families.
- Traveled to thirteen Western New York high schools to recruit new students.
- Represented Fredonia at four college fairs.
- Read freshman applications and recommended candidates for admission.
- Created a PowerPoint presentation for counselors to use in recruiting.

Admissions Intern, January 20XX-May 20XX

Office of Undergraduate Admissions, Binghamton University, Binghamton, New York

- Reviewed applications and recommended candidates for the Presidential Scholars Program.
- Recruited ten student hosts for scholars' overnight visitation program.
- Coordinated campus tours for award recipients and their families.

Tour Guide Coordinator, June 20XX- May 20XX

Office of Undergraduate Admissions, Binghamton University, Binghamton, New York

- Managed staff of eighteen campus tour guides and coordinated scheduling for weekly tours.
- Developed a training book outlining tour notes and appropriate responses to frequently asked questions.
- Coordinated tour schedule for three Freshman Open House sessions of 1500 visitors each.
- Recruited student representatives to serve on Open House student life panel.

Campus Tour Guide, August 20XX-May 20XX

Office of Undergraduate Admissions, Binghamton University, Binghamton, New York

- Led walking tours of campus for prospective students and their families.
- Answered questions during information sessions regarding academics, campus safety, residential living and the campus community.

Related *Residential Assistant*, August 20XX-May 20XX

Experience Office of Residential Life, Binghamton University, Binghamton, New York

- Served as peer advisor in residence hall over 200 students.
- Designed and implemented social, educational and recreational programs for residents.

Computer Word Perfect
Skills Internet

Access
Microsoft

Excel
PowerPoint

Campus *Member*, September-20XX-Present

Activities Graduate Association for Student Personnel Administrators (GASPA), SUNY College at Buffalo