

Lucina Risty

Admissions Representative

Dedicated Admissions Representative with 1 year of experience in providing exceptional assistance to prospective students throughout the enrollment process. Proficient in evaluating applicants, conducting interviews, and guiding students towards suitable academic programs. Demonstrates strong interpersonal and communication skills, with a proven ability to build rapport and foster positive relationships with diverse student populations. Committed to supporting student success and maintaining high levels of satisfaction and retention.

lucina.risty@gmail.com 

(276) 329-5788 

123 Main St, Bozeman, MT 
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Education

**Bachelor of Arts
in Communications at
University of Montana,
Missoula, MT**

Sep 2018 - May 2022

Relevant Coursework: Media Studies, Public Relations, Advertising, Digital Media, Journalism, Intercultural Communication, Media Law and Ethics, Visual Communication, and Social Media Strategy.

Links

[linkedin.com/in/lucinaristy](https://www.linkedin.com/in/lucinaristy)

Skills

Communication



Organization



Multitasking



Empathy



Salesforce proficiency



Time management



Decision-making



Employment History

Admissions Representative at Montana State University, MT

Apr 2023 - Present

- Successfully increased student enrollment by 15% within a single academic year, by implementing targeted marketing strategies and conducting personalized outreach to prospective students.
- Streamlined the admissions process for both domestic and international applicants, reducing application processing time by 20% and increasing overall applicant satisfaction ratings by 10%.
- Developed and maintained strong relationships with over 50 high schools and community colleges in Montana and surrounding states, resulting in a 25% increase in referrals and applications from partner institutions.

Assistant Admissions Representative at University of Montana, MT

Aug 2022 - Feb 2023

- Successfully increased student enrollment by 15% over a two-year period through targeted outreach efforts and personalized follow-ups with prospective students, contributing to the University of Montana's growth and diversity.
- Streamlined the admissions process by implementing an online application system, reducing paperwork by 60% and increasing efficiency in processing applications by 25%, resulting in a more user-friendly experience for applicants.
- Developed and executed a strategic communication plan that led to a 30% increase in attendance at on-campus recruitment events, helping to expand the University's reach and attract a wider range of potential students.
- Collaborated with faculty and staff to create a comprehensive orientation program that increased student satisfaction rates by 20%, leading to higher retention rates and a stronger sense of community among incoming students.

Certificates

Certified Enrollment Management Specialist (CEMS)

Oct 2021

Certified Higher Education Professional in Admissions (CHEP-A)

Mar 2020