


Caryl Leer

Enrollment Counselor

Dedicated Enrollment Counselor with 1 year of experience in guiding students through the admission process and providing support in academic program selection. Proficient in building relationships, assessing student needs, and collaborating with faculty and staff to ensure successful enrollment outcomes. Adept at working in fast-paced environments and skilled in utilizing technology to streamline administrative tasks. Committed to fostering student success and contributing positively to the educational landscape.

caryl.leer@gmail.com 

(955) 041-5989 

123 Maple Street, Milwaukee, WI 
53202

Education

**Bachelor of Arts
in Psychology and
Counseling at University of
Wisconsin-Madison, WI**

Aug 2018 - May 2022

Relevant Coursework:

Psychology and Counseling
Theories, Abnormal
Psychology, Social Psychology,
Cognitive Psychology, Lifespan
Development, Research
Methods, Psychological
Assessment, Personality
Theory, Group Counseling, and
Multicultural Counseling.

Links

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

Skills

Communication



Empathy



Organization



Problem-solving



Salesforce proficiency



Time management



Active listening



Employment History

Senior Enrollment Counselor at University of Wisconsin System, WI

Mar 2023 - Present

- Successfully increased student enrollment by 15% within two years, through the development and implementation of targeted outreach programs and personalized counseling sessions for prospective students.
- Streamlined the admissions process by introducing a new online application system, resulting in a 20% increase in completed applications and a 10% reduction in processing time.
- Established partnerships with local high schools and community colleges, leading to a 25% increase in transfer student enrollment and stronger connections within the University of Wisconsin System community.

Enrollment Counselor at Edgewood College, WI

Aug 2022 - Jan 2023

- Successfully increased student enrollment by 15% in the academic year 2019-2020 by implementing targeted outreach strategies and enhancing communication with prospective students and their families.
- Streamlined the application review process, reducing the average response time from 3 weeks to 10 days, resulting in a 10% higher conversion rate of applicants to enrolled students in the 2020-2021 academic year.
- Developed and executed a comprehensive recruitment plan for underrepresented students, leading to a 25% increase in diversity among incoming freshmen for the 2021-2022 academic year at Edgewood College.

Certificates

Certified Enrollment Management Professional (CEMP)

Sep 2021

Certified Higher Education Consultant (CHEC)

Mar 2020