Hideo Araki

123 Bridge Street, Boston, MA 12345 hideo@example.com (123) 456-7890

Admissions Counselor with 5+ years of experience at a small liberal arts college. Dedicated to helping make higher education more accessible and affordable to underprivileged student groups. Combine broad admissions and financial aid knowledge with a willingness to learn new systems and procedures.

Key Skills

- Application Essay Instruction
- Career Counseling
- College Affordability
- College Transition Planning
- Event Planning & Organizing
- Program Development
- Public Speaking & Presentations
- Reporting & Documentation
- Student & Family Relations
- Student Coaching & Advising
- Student Financial Aid
- Team Collaboration
- Test Preparation
- Workshop Facilitation

Professional Experience

College Admissions Counselor

MLS College, Boston, MA | August 2017 to Present

[One of New England's top-ranked liberal arts colleges.]

- Coach and advise prospective students on all stages of the college admissions process
- Recommend and explain appropriate grants, scholarships, and other financial aid options to help prospective students defray current and future education costs
- Help students prepare application materials and schedule tests required for admission
- Organized and led a new 5-workshop program addressing FAQs about the college admissions process. Program exceeded all participation goals and was made a yearly school event

Education

Bachelor's Degree – Psychology Boston College, Boston, MA | May 2017 3.9 GPA | summa cum laude

Technical Skills

Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)