

# AMAR SINGH

123 Santa Maria,  
San Francisco, CA 12345  
amar@example.com  
(123) 456-7890

## EDUCATION

### University of California, Berkeley

Master's Degree – Counseling |  
May 2017

Bachelor's Degree – Counseling |  
May 2015

## KEY SKILLS

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

Collaborative College Admissions Counselor with 5+ years of experience. Skilled communicator who puts admission and financial aid topics in clear terms for diverse applicants and their families. Experienced public speaker passionate about conveying the value of higher education to prospective students. Adapt readily to new work challenges and conditions. Bilingual: Fluent in English and Spanish.

## PROFESSIONAL EXPERIENCE

### College Admissions Counselor

TNN College, San Francisco, CA | August 2017 to Present

- Member of an 11-person admissions and career services team
- Ensure students understand all application essay requirements and offer tips and resources for managing the writing process
- Build positive, productive relationships with diverse high school students and their families
- Introduced a more efficient system for documenting each individual's work and progress. System enhanced student communications and raised overall team efficiency by 15%

## AFFILIATION

- Member, National Association for College Admissions Counseling (NACAC)

## LANGUAGE

- Fluency in Spanish | Proficiency in Italian