

**Carla Robinson**



- **Objective:** Actively seeking a professional position with the opportunity to maximize advancement for career growth.

**SUMMARY OF QUALIFICATIONS**

- Strong ability to understand differences in diverse groups of people and work with them for their continued success as well as my own.
- Successful employment management experience in training and teaching others to succeed.
- Strong ability to motivate those that are difficult to motivate.
- Proven success in empowering others to go above and beyond their goal sets.
- Proven success managing and overseeing departmental marketing budgets of \$500,000+.
- Builder of reputation initiatives.
- Strong leadership qualities.
- Computer proficient in Microsoft Word, Excel, and PowerPoint.

**Experience:**

Daymar College

Louisville, KY 40219

**Associate Director of Admission**

**04/09-present**

- Responsible and accountable for the multiple projects that are directed towards the strategic campus and organizational objectives.
- Define and initiated projects
- Responsible for daily operations within the admissions department.
- Provided direction and leadership to staff members to complete daily responsibilities.
- Responsible to communicate effectively with students and vendors to create strong professional client relationships.
- Lead team by applying dynamic leadership skills to obtain excellent performance in accordance with admissions department goals.
- Used strong analytical and conflict management skills, provided good and effective judgment to deal with difficult admissions issues to prevent escalation.
- Responsible for formulating new operational strategies to guarantee steady achievement of admission goals and targets.
- Responsible for hiring and training new staff.
- Responsible for other duties related to the Director of Admissions position.

**Admissions Representative**

**06/07-04/09**

- Provided Information about Daymar College, conducted tours and interviewed prospective students.
- Explained how programs can help students achieve their educational goals and assist prospective students in the application process and reviewed qualifications,
- Ensured admissions files are complete.
- Contributed to group performance as well as individual goal with internal motivation to maintain high standards and goals.
- Enrolled 400 students into degree programs since 2007.
- #2 in the entire organization first year as an admissions representative

G. Franklin & Co.  
**Sales Leader**

Louisville, KY 40220  
**04/06- 04/07**

- Top Sells Manager within Office and Nationally
- Ran Successful Business Trips to Satellite offices
- Managed 20 entry level representatives within office
- Taught and trained entry-level representatives into sales positions

**Education:**

Northern Kentucky University

**Bachelors of Arts**

Strayer University

**Masters of Business Administration/ Project Management**

Highland Heights, KY

2003

Louisville, KY

2012