11565 Pinnacle Peak Ct • Rancho Cucamonga, CA 91737 • Phone (909) 557-7675

[socalguyuknow@gmail.com](mailto:artloya2001@yahoo.com)

# ART LOYA

## Objective To work as a Sales representative/Recruiter in a creative atmosphere that offers an opportunity to use my experience in marketing, recruitment,

and management

### Education

University of Phoenix

Business Administration

Bachelors of Science - June 2015

San Joaquin Valley College, Visalia, CA

Business Administration

April 2012

**Skills**

* Office Procedures; Office Organization; Human Resources Management
* Accounting; Sales & Marketing, Management; Customer Relations

**Experience**

2013 – Present ICDC College Los Angeles, CA

**Admissions Manager**

* Interviewed, enrolled, and monitored students activity, while meeting and surpassing weekly team and personal goals and deadlines.
* Met and exceeded weekly, monthly, and quarterly sales goals
* Learned all aspects of admissions management. Met or exceeded recruitment goal expectations
* Assisted and trained the admissions staff in order to maintain an aggressive, goal-oriented admissions sales team.
* Assisted in overseeing student projections, no shows and first-day to start drop rates, reports and gathering data.
* Increased percentage of student body population by over 30% in first six months while maintaining a 35% closing rate and increasing volume of campus leads with marketing strategies

2012 – 2013 Kaplan College Riverside, CA

**Sr. Admissions Representative**

* Interviewed, enrolled, and monitored students’ activity, while meeting and surpassing weekly team and personal goals and deadlines.
* Met and exceeded weekly, monthly, and quarterly sales goals
* Learned all aspects of admissions management. Met or exceeded recruitment goal expectations
* Assisted and trained the admissions staff in order to maintain an aggressive, goal-oriented admissions sales team.
* Assisted in overseeing student projections, conversions, enrollment, and start budgets
* Increased percentage of student body population by over 50% in first six months while maintaining a 15% closing rate and increasing volume of campus leads with marketing strategies – PDLS

2010 - 2012 SJVC Rancho Cucamonga, CA

**Sr. Admissions Advisor**

* Handle multiple tasks: interviewing, enrolling, and monitoring students activity; met and surpassed weekly team and personal goals and deadlines.
* Recruit qualified candidates for the college’s academic programs in a compliant, appropriate and professional manner.
* Uphold enrollment standards by complying with related governmental regulations and standards of accreditation, and by enrolling only students who meet eligibility requirements.
* Assisted and trained new admissions advisors with product knowledge, telephone & interview skills, and compliance regulations.
* Assisted in setting goals and integrate sales initiatives with admissions department and representatives. .
* Maintain overall high conversions thru the admissions process.

*Circle of Excellence Club Member, Consistent Producer, Team Player Award,*

2003 - 2010 UTI, Inc. Rancho Cucamonga, CA

**Sr. Campus Admissions Representative**

* Handle multiple tasks: interviewing, enrolling, and monitoring students activity; met and surpassed weekly team and personal goals and deadlines.
* Motivated admissions staff to meet and/or exceed campus targets and standards on an on-going basis
* Meet with the potential students to explain the program offering and match the college’s benefits and advantages to the student’s needs. Discuss and advise suitable programs in accordance with the student’s desires, qualifications and objectives.

*President’s Club Member, Consistent Producer, 200 Show Club, Team Player Award, Rookie of the year. Most Consistent, Top Show % awards, Top Enrollment awards*

2001 – 2003 CEI College Pomona, CA

**Sr. Admissions Representative**

* Interviewed, enrolled, and monitored students’ activity, while meeting and surpassing weekly team and personal goals and deadlines.
* Met and exceeded weekly, monthly, and quarterly sales goals
* Learned all aspects of admissions management. Met or exceeded recruitment goal expectations
* Assisted and trained the admissions staff in order to maintain an aggressive, goal-oriented admissions sales team.
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