

# ***Terrell Avery***

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## ***Work Experience:***

**NEW HORIZONS CLC**

**CHICAGO, ILLINOIS**

**12-8/2013 – 10/1/2016**

### ***Career Consultant***

- Develop relationships associated with all financing institutions and workforce development associations.
- Evaluated the strengths and weaknesses of potential clients through screening and interviews
- Consistently exceeded 300 cold calls weekly,
- Trained employees on the use of various military benefits to significantly improve experience
- Compile and present detailed monthly, quarterly reports for General Manager and act as the focal point in preparing forecasts.
- Secure new inquiries (Personally Developed Referrals) by directly asking phone and in-person contacts about referrals of others to contact that may be interested in programs offered.

**NATIONAL LOUIS UNIVERSITY**

**CHICAGO, ILLINOIS**

**3-7/2011 – 12/1/2013**

### ***Enrollment Specialist***

- Accurately and completely explain educational programs, expected outcomes, student's services, and financial consideration to students, parents, and educators.
- Manage inquiries to achieve prompt contact and performance activity weekly goals; utilize approved recruitment policies/formats
- Assist other personnel and departments with data collection and problem solving.
- Accurately forecast projected new students on a periodic basis for Director of Admissions.
- Accurately documenting and recording continuous contact via CRM system

**COYNE COLLEGE**

**CHICAGO, ILLINOIS**

**11/4/2008 – 2/12/2011**

### ***Admissions Representative***

- Responsible for student recruitment at the institute; inform and assist prospective students and their parents about academic programs and admissions requirements; answer letters of inquiry from prospective students.
- Provide leadership consistently in all recruitment activities and to all potential clients.
- Utilized sales and referral techniques to meet or exceed weekly and monthly goals in both face to face sales and phone sales
- Communicating with students prior to the class start to identify and address potential concerns and facilitating solutions

**CHICAGO SCHOOL OF MASSAGE THERAPY CHICAGO, ILLINOIS**

**2/6/2007 – 1/17/2008**

### ***Admissions Representative***

- Consistently conduct follow-up meetings, monthly at minimum, with all applicants to ensure successful matriculation.
- Demonstrate a high level of integrity and professionalism as a front-line institution representative
- Offered solutions to students based on their individual situation to increase recruitment opportunities.

## ***Education:***

Bachelor of Liberal Arts and Science in Psychology

DePaul University

**1999 – 2002**