

# NINMAR MALK

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## EDUCATION

**Northern Illinois University**  
Bachelor of Arts

August 2009 – May 2014  
DeKalb, IL

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## EXPERIENCE

**Play Book Sports Bar**  
Assistant GM

February 2019 – July 2019  
Niles, IL

- Extremely quick learner who grasped the "ins and outs" and was promoted within months of hire.
- Schedule and direct staff daily to ensure that all guests walk in to a friendly and professional environment on a consistent basis.
- Demonstrated ability to excel in a fast-paced, high stress work environment, collaborating with team members with the goal of maximizing profitability.

**Keypath Education**  
Enrollment Advisor

February 2017 – January 2019  
Schaumburg, IL

- Conducted interviews with prospective students. Evaluated prospective student needs, interests and qualifications while providing clear and concise information about available programs.
- Enrolled 104 students in my first fiscal year on a plan of 100 and was projected to exceed in my second year.
- Regularly exceeded metrics of talk time, dials, interviews, applications, and enrollments.

**DeVry Education Group**  
Admissions Representative

March 2015 – February 2017  
Naperville, IL

- Conducted daily outreach to prospective students to build rapport and sell our nursing programs.
- Developed creative and innovative strategies to utilize text, email, and telephone outreach to increase overall team success.
- Was responsible for managing a pipeline of hundreds of current as well as prospective students year round, providing stellar service to each and every individual.

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## SKILLS

- Technical Skills: CRM (Salesforce, Microsoft Dynamics), Microsoft Office, Outlook, MacOS/Windows, Entry level programming
- Interests/Hobbies: Licensed SCUBA diver, Environmental Conservationist/Volunteer Coordinator, Sports Junkie, I have a great curiosity for learning and recently picked up an interest in coding.

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## PROJECTS

**The Plastic Shark**

[theplasticshark.org](http://theplasticshark.org)

I founded a Chicago-based volunteer initiative. I organize monthly beach cleanups around the Chicago area. I also publish 100% original environmental content through Wordpress and share articles through social media. My social media page and website have seen significant growth since launching in the summer of 2018.