Resume

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Professional Summary

Highly qualified Education Counselor & Sales Manager working with Overseas Education Consultants to develop realistic and financially feasible college plans. Adept at developing, implementing and managing a digital strategy to maximize international student recruitment. Excels in the development of student recruitment and has a proven track record of guiding and mentoring consultants from the beginning of the college application process to visa processing and beyond.

Core Qualifications

- Student advising
- Strong academic background
- Passionate about financial feasibility and financial literacy
- Facilitator of professional development workshops for young people
- Detail-oriented and responsible
- Caseload management

Experience

IRISH EDUCATION ADVISORY SERVICE IRELAND

Ireland's Promise Program

- Managed an average caseload of 35 high school students within the college and career program attaining 95% retention rate and 87% college acceptance rate.
- Provided student advising in both one-on-one biweekly sessions for program participants tracking professional and educational growth over time.
- Collaborated with schools to provide additional curriculum support. Communicated with high school counselors to monitor participation behavior issues and student truancy rates.

NOVA EDUCATION CENTRE GMBH BERLIN GERMANY

- · Developed and implemented eight semesters of college and career curriculum to target college students
- Worked with a caseload of over 25 students each trimester with an average 91% trimester-to-trimester retention rate.
- Organized five college and career field trips each semester to visit local libraries colleges and technical colleges

• Developed individualized education plans for students with learning disabilities and difficulties.

GR STUDY ABROAD Sangrur (Kanan International Pvt Ltd Vadodara)

Presently working as a Sales Manager

EDUCATION Bachelor of EducationPunjabi University Patiala India

Master of Arts in English Punjabi university Patiala India

Languages KnownEnglish Hindi Punjabi and Basic French

Computer Skills
MS Word MS Excel Power Point etc