

CHRIS-ANN-TONI HUNTER

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CAREER OBJECTIVE

To continuously enhance my educational and professional skills in a stable and dynamic workplace.

WORK EXPERIENCE

THE AMERICAN INSTITUTE OF MANAGEMENT SCIENCE, FORT LAUDERDALE, FL

Admission and Retention Officer, Jan 2016 – Present

- Resolve customer complaints regarding sales and service.
- Monitor customer preferences to determine focus of sales efforts.
- Prepare students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Conduct online marketing initiatives, such as paid ad placement, affiliate programs, sponsorship programs, email promotions, or viral marketing campaigns on social media Web sites.
- Participate in the development of online marketing strategy.
- Propose online or multiple-sales-channel campaigns to marketing executives.
- Confer with other managers to identify trends or key group interests or concerns or to provide advice on business decisions.
- Counsel students regarding educational issues, such as course and program selection, class scheduling and registration, school adjustment, truancy, study habits, and career planning.

COLBOURNE COLLEGE, KINGSTON

Admission Officer, Jan 2012 – Jul 2015

- Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
- Contact customers to respond to inquiries or to notify them of claim investigation results or any planned adjustments.
- Advise students on issues such as course selection, progress toward graduation, and career decisions.
- Participate in student recruitment, selection, and admission, making admissions recommendations when required to do so.
- Advise students on issues such as course selection, progress toward graduation, and career decisions.
- Test programs or databases, correct errors and make necessary modifications.
- Train users and answer questions.
- Modify existing databases and database management systems or direct programmers and analysts to make changes.
- Participate in faculty and college committee activities.
- Confer with other academic staff to explain and formulate admission requirements and course credit policies.

EDUCATION

COLBOURNE COLLEGE, KINGSTON

BTEC Level 5 Higher National Diploma in Business

COLBOURNE COLLEGE, KINGSTON

BTEC Level 7 Post Graduate Diploma in Strategic Management and Leadership

UNIVERSITY OF WORCESTER, HENWICK GROVE, WORCESTER

Bachelor's in Business Administration

UNIVERSITY OF NORTHAMPTON, NORTHAMPTON, NORTHAMPTONSHIRE

Master of Business Administration