***TAMARA***

**Education**

(2010-2014) Al Zaytoonah Private University, English language translation studies, rating Excellent (89%)

(2000-2001) Al Wasfeh Vocational Centre, higher English secretarial course and office management, rating Excellent (86%)

(1995-1996) General secondary education, literacy stream, rating Good (71%)

**Professional Experiences**

(2001) Jordan Islamic Bank, as a required training course

(2007) HR Assistant at the International Academy-Amman school

(2007- Present day) Administrative Assistant/ Admissions Officer at the International Academy-Amman

**Main Job responsibilities**

**General**

* Responsible for setting up and maintaining student administrative/admissions/enrolment records using designated database systems.

**Orientation and Information**

* Arranges for appointments for parents and candidates for interview, Orientation events and testing.
* Ensures that admissions materials are printed, available in good quantity and of professional quality.
* Advises Curriculum coordinator/Heads of School on student cases related to registrar function which require resolution at a higher level.
* Deals with all inquiries related to admissions; keeping a log of such inquiries.
* Provides Curriculum coordinator/Heads of School with information related to the registrar activities which are required to be updated on the website.
* Ensures effective admission requirements are maintained and communicated to applicants.
* Ensures applications and documents are completed, reviewed, processed and that adequate follow up takes place with applicants regarding their application status.
* Deals with applicant’s cases related to admissions which require resolution at a higher level such as re admissions.
* Types and updates school admissions package, Leaflets and Prospectus in English and/or Arabic.
* Maintains figures of all new applications.
* Meets with prospective parents and candidates and conducts school tours (if required).
* Serve as an information source to students, faculty and others regarding Registration Policies and Procedures.
* Provides translation of documents when requested by Curriculum coordinator.
* Manages scholarship application process.
* Arrange and follow up with all required school advertisements.
* Maintenance of website updates.
* Provide Simultaneous translation during tours and orientations (if required).

**Admissions**

* Liaises with Heads of School on admissions; providing them with a prepared list of candidates for admissions, testing and provides final lists to Heads.
* Attends Information Evenings as required.
* Ensures all documentation is provided by parents.
* Liaises with Finance regarding payment of fees.
* Follows up on references for prospective students, including Scholarship students.
* Liaises with parents and prospective students on admissions procedures, admissions testing and results either by phone, email or letter (in accordance with the Policy and Procedures).
* Issues letters regarding enrolment and provides other timely information for parents and new applicants.
* Attends interviews with Administration/ coordinators as and when required.
* Liaises with the Curriculum coordinator on day-to-day operations and sensitive issues.
* Maintains records associated with re registration.
* Any other duties those are commensurate to the post.

**Post Admissions**

* Ensures that all records/ student files are updated and maintained in a professional manner.
* Provides an annual written report on admissions for Board, Director and Curriculum coordinator.
* Provides reports and letters related to student enrolment- as requested.
* Creates admissions list to be forwarded to Heads of School for allocation to classes.
* Produces overview of applications including: number or inquiries (phone/visit); number of applications received/successful/declined; lists of schools applicants are coming from; reasons for decline.
* Maintains a record of reasons for withdrawal and report any concerns to Curriculum coordinator.

**Skills and Competencies**

* Fluency in spoken and written Arabic and English.
* Excellent Word, Excel, Microsoft Outlook.
* Ability to communicate effectively with costumers.
* Strong organizational, communication and interpersonal skills.
* Ability to pay close attention to detail.
* [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)
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