

DANA HOHN

| PROFESSIONAL SUMMARY

Ambitious Enrollment Specialist with exemplary listening and communication skills. Adept at planning, organizing and facilitating enrollment process. Assesses the eligibility of candidates for specific programs, making recommendations and maintaining meticulous records while possessing a high standard of accuracy.

| WORK HISTORY

Parent Resource Center - Enrollment Specialist

Modesto, CA • 11/2021 - Current

- Met or exceeded enrollment and retention goals consistently. Helping over 240 families as of November 2021.
- Finalized and processed enrollment applications.
- Reviewed applications for different aid programs and determined which qualification criteria for individuals.
- Designed presentations and marketing materials to promote County programs.

Modesto CVB and City of Modesto - Senior Administrative Coordinator

Modesto, CA • 04/2012 - 01/2021

- Prepared agendas and took minutes at meetings to archive proceedings.
- Automated office operations, managing client correspondence, record tracking and data communications in database.
- Improved productivity initiatives, managing accounts, coordinating itineraries and scheduling team appointments and conferences.

| SKILLS

- Time management
- Strong Multitasking and Organizational Skills
- Strong Communicative and Client Relation Skills
- Project Planning and Management
- Database Management
- Enrollment Coordination

| EDUCATION

Starting This Fall: Modesto Junior College

Modesto • Expected in 05/2025

Associate of Arts: Business Administration

Modesto Junior College

Modesto, CA • Expected in 07/2023

Certificate: Human Resource Specialist

Parent Resource Center

Modesto, CA • 02/2022

Certificate: Mandated Reporter, CTI Training

Modesto High School

Modesto, CA • 06/2001

High School Diploma

Hohn's Customs - Assistant Office Manager

Modesto, CA • 04/2006 - 11/2010

- Created and updated physical records and digital files to maintain current, accurate, and compliant documentation
- Optimized office schedule to balance team workloads, group productivity and financial targets
- Delivered top-notch administrative support to office staff, promoting excellence in office operations