Diana Mitler

dmitler32@hotmail.com 786-797-1924

EXPERIENCE

August 2019 - Present

**Clinical Placement/Advising Team Leader, Barry University**

Mentored and coached team members to ensure successful performance. Motivated team to achieve optimal results through effective communication and interpersonal skills. Cultivated an environment of trust, respect, collaboration, and accountability among the team members. Established team goals, objectives, and strategies for successful project completion.

July 2016 – August 2019

# Graduate Enrollment Advisor/ Program Coordinator, Barry University

# Managed a large caseload of applicants from diverse backgrounds. Counseled prospective students on enrollment options and requirements, utilizing excellent communication and interpersonal skills. Conducted outreach activities to inform potential students about school’s offerings, showcasing effective public speaking abilities. Assisted in the development and implementation of retention strategies to improve student retention rates.

January 2015 – July 2016

# Administrative Assistant/Compliance Specialist, Barry University

Provided administrative support to management staff, including scheduling meetings and appointments, preparing agendas, taking minutes, and maintain student records. Served as primary point of contact for all first-year students and addressed all administrative inquires. Established professional and collaborative working relationships with company associates and external parties. Organized and processed monthly expense reports according to company policies and procedures.

July 2011 – January 2015

**Employment/ Benefits Specialist, Barry University**

Managed applicant tracking system. Conducted reference checks on new hires. Provided timely interventions via telephone call. Assisted employees with FMLA, payroll, personal leave, sick, Health/Dental Insurance inquires. Prepared and conducted new employee orientations. Coordinated new employee onboarding with orientation scheduling. Processed paperwork related to grievances, performance evaluations.

education

December 2019

## Masters, Public Administration

Barry University

Membershipis/Training

National Academic Advising Association (NACADA 2020)

Cybersecurity Awareness Training (2024)

Project management/Management Training (2022)

Communication Training (2022)

Problem-solving Training (2022)