




Pamela Sanchez


Coordinator for Retention and Education

Energetic and well-organized professional with over 5 years of experience working in recruiting and program management. Adept at building relationships with external and internal stakeholders across an organization. Experience working with a diverse population of students and assessing individual needs, providing innovative programming, and problem-solving. Ability to work in an agile environment, meeting multiple concurrent deadlines while multi-tasking and managing various strategic initiatives.

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SKILLS

Event planning

Problem solving

Taleo Recruiting System

SLATE

Microsoft Office

Budget Management

Territory Management

Program Assessment

Diversity, Equity and Inclusion Trainer

Workshop Facilitation

WORK EXPERIENCE

Coordinator for Retention and Education The University of Tennessee

03/2019 - Present

Knoxville, TN

Achievements/Tasks

- Manage campus recruiting and interview schedules of a diverse population of students for leadership development programs
- Lead a one-year experiential learning program for 18-20 first-generation students that has yielded a 20% increase in retention
- Schedule site visits with local businesses and build relationships with corporate partners
- Develop and manage a mentoring program for 15-20 second-year students, providing personal and professional development workshops to foster high-quality talent
- Collaborate cross-functionally within the college and other campus partners to increase student and staff engagement
- Identify improvement gaps through data tracking measuring efficiency and student retention

Regional Admissions Recruiter The University of Tennessee

08/2016 - 03/2019

New Jersey, New York, Pennsylvania

Achievements/Tasks

- Represented the university at over 100 recruitment events per academic semester to reach high-achieving students and increase brand awareness of the university
- Increased applications by 16% by designing and implementing a recruiting strategy in the assigned territory
- Achieved a 48% increase in enrolled students in a competitive market
- Planned engagement events that connected alumni and prospective students in the local area
- Reviewed and evaluated over 500 prospective student applications per year

EDUCATION

Master of Science in Management and Human Resources The University of Tennessee

08/2020 - 08/2022

Knoxville, TN

Bachelor of Science in Business Administration, Accounting The University of Tennessee

08/2012 - 08/2016

Knoxville, TN