

ALINA ASIF

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PROFESSIONAL SUMMARY

Higher education admissions leader with progressive responsibility across enrollment management, admissions operations, prospective-student engagement, staff leadership, and student success. Promoted from Manager to Director of Admissions and Student Services, leading a four-member team across two campuses and overseeing CRM-based applicant pipelines, recruitment events, orientation, staff development, compliance, and process improvement.

PROFESSIONAL EXPERIENCE

STELLAR CAREER COLLEGE

Chicago, IL

Director of Admissions and Student Services

Feb 2025 – Present

- Direct admissions and student services for the Chicago, IL and Crown Point, IN campuses and all academic programs, hiring, leading, and coaching a four-member team of an Admissions Manager, a Manager of Student Services, a Student Services Coordinator, and a Student Advisor.
- Oversee applicant pipeline management in GoHighLevel and the college's institutional CRM, sustaining application-to-enrollment conversion above 92% and enrolling more than 200 students per cohort across nine cohorts since 2023.
- Set and hold a 24-hour inquiry response standard, with actual response averaging one to two business hours.
- Redesigned admissions and interview processes with standardized criteria, evaluation rubrics, and staff training, supporting more than 400 applicant interviews per cohort.
- Represent the college at career fairs across Chicago and the surrounding suburbs and host meet-and-greet events, generating prospective-student interest off campus.
- Review enrollment and performance metrics weekly and build Tableau reports that give executive leadership a clear view of enrollment and budget.
- Serve as the institutional representative at ACCSC board meetings and partner with executive leadership, marketing, academics, financial aid, and compliance to meet federal, state, accreditation, and institutional requirements.
- Achieved a 95% satisfaction rating for admissions and student services in an anonymous student survey administered by the compliance department.

Manager of Admissions and Student Services

Sep 2023 – Feb 2025

- Delivered more than 500 in-person and virtual orientation and information sessions per year across both campuses, averaging 10 students per session.
- Built structured onboarding, orientation, and training programs for staff and students, improving consistency, service quality, and compliance.
- Rebuilt workflows and communication procedures, raising staff productivity and responsiveness and improving conversion from inquiry to enrollment.

Adjunct Faculty, Health Information Management & College Study Skills (Seasonal)

Jan 2024 – Present

- Built the College Study Skills course and syllabus from the ground up; 33 of 35 students (94%) earned a C or higher.
- Teach each 12-week quarter, developing syllabi, assessments, and learning activities aligned with program outcomes and delivering instruction through LMS platforms.

COLLEGE OF DUPAGE

Glen Ellyn, IL

Academic Assistant II / Pro Tutor

Jan 2025 – Present

Academic Assistant I / Pro Tutor

May 2020 – Jan 2025

Peer Tutor

Jan 2020 – May 2020

- Facilitate guided study groups and individualized sessions for adult learners in psychology and behavioral science courses.
- Collaborate with faculty to align learning support with course objectives, developing study guides and planning tools that support student success.
- Maintain participation and progress records in TracCloud, supporting institutional data and assessment needs.

DULY HEALTH AND CARE

Patient Care Liaison / MRI Tech Aide

Lombard, IL

Oct 2022 – Sep 2023

- Supported interdisciplinary clinical teams through coordination and workflow organization, managing documentation and patient communication in Epic.

CVS PHARMACY

RX Shift Supervisor

Lombard, IL

Mar 2020 – Feb 2023

- Supervised pharmacy support operations in a regulated, high-volume environment, training five team members and supervising pharmacy interns, and built Tableau reports for management.

UI HEALTH FAMILY MEDICINE

Professional Practice Intern

Chicago, IL

Mar 2022 – Apr 2022

- Analyzed provider utilization and scheduling efficiency using Excel and Tableau, presenting findings and recommendations to support leadership decision-making.

EDUCATION

UNIVERSITY OF ILLINOIS CHICAGO

Master of Education in Instructional Leadership – Policy Studies

Chicago, IL

Dec 2025

GPA: 4.00/4.00

Relevant Coursework: Urban Higher Education Organization & Governance; Higher Education Students & Equity; Educational Policy Studies; Cycles of Inquiry

Bachelor of Science in Health Information Management

May 2022

GPA: 3.65/4.00

COLLEGE OF DUPAGE

Associate of Science

Glen Ellyn, IL

May 2020

GPA: 3.64/4.00

CERTIFICATIONS

IBM: Databases and SQL for Data Science with Python; Introduction to Data Engineering

University of California, Davis: Analytical Solutions to Common Healthcare Problems; Healthcare Data Quality and Governance; Healthcare Data Literacy

ADDITIONAL

Systems & Technology: GoHighLevel CRM; institutional CRM (admissions pipeline management); Microsoft Office; Blackboard; TracCloud; Epic; DocuSign; PandaDoc; Tableau; SPSS; R / R Commander; SmartDraw

Professional Service & Affiliations: Institutional representative, ACCSC board meetings; UIC HIM Advisory Committee; AHIMA; ILHIMA; GIC HIMSS; Phi Kappa Theta

Honors & Awards: Student Chancellor Award, University of Illinois Chicago; Rita Finnegan Award; Human Relations Award; Latin Honors; ILHIMA Scholarship; GIC HIMSS Scholarship; STEM Scholarship

Languages: English; Urdu; Punjabi

Work Authorization: U.S. citizen; no visa sponsorship required