

Desiree Garnica

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SUMMARY

Results-driven professional with 6+ years of experience in admissions, client services, and administrative support. Strong ability to manage high-volume workflows, lead teams, and optimize processes. Known for clear communication, organization, and delivering a positive experience for students, clients, and staff.

EXPERIENCE

Gurnick Academy of Medical Arts — Admissions Advisor

Sacramento, CA | **Apr 2024 – Present**

- Lead a team of 4, ensuring smooth daily operations and meeting enrollment goals.
- Serve as a campus representative at events, generating prospective student leads.
- Respond to inquiries with personalized program guidance and support.
- Build and maintain tracking tools for eligibility, enrollment progress, and team metrics.
- Coordinate appointments across multiple calendars for staff and leadership
- Collaborate with the campus director and financial aid to support recruitment objectives.

Primerica — Financial Advisor

Sacramento, CA | **Jan 2023 – Feb 2024**

- Guided 30+ clients on life insurance, investments, and mortgage solutions.
- Developed personalized financial plans focused on long-term stability and risk management.
- Operated an independent financial services business using Primerica's training, marketing tools, and systems.

HomeSmart ICARE Realty (Linda E. Navarro) — Real Estate Assistant & Social Media Manager

Roseville, CA | **Jan 2017 – Jan 2023**

- Performed administrative tasks including data entry, document preparation, scheduling, and managing correspondence.
- Supported office operations using Google Workspace and Microsoft Office.
- Created and managed social media calendars, posts, and multimedia content.
- Monitored engagement and responded to inquiries to maintain a strong brand presence.

EDUCATION

Associate of Science, Allied Health

CSU Sacramento & Sierra College | Aug 2018 – May 2022

High School Diploma

Riverbank High School | Jan 2014 – May 2018

SKILLS

Customer Service • Communication • Leadership • Team Management • Time Management •
Administrative Support • Client Relations • Computer Literacy