

ROBERT SMITH

Director Of Financial Aid/Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Over eight years' experience in finance leadership in a professional environment with responsibilities of providing driven results on a metrics level. Consistently obtain high performance through team building coaching leadership and planning.

CORE COMPETENCIES

Administration, Clerical, Management, Accounts Payable, Accounts Receivable, Payroll, Secretarial.

PROFESSIONAL EXPERIENCE

Director Of Financial Aid/Manager

ABC Corporation - November 2009 – June 2015

Key Deliverables:

- Advised, hired, and trained staff members on issues relating to policy, programs, and administration.
- Oversees the development and execution of a comprehensive recruitment sales strategy that will identify, attract, admit and enroll a highly qualified, diverse student body.
- Supervise verification of financial aid files, ensuring compliance with policies and regulations for a timely packaging of 100% by the 6th day of the start day.
- Upload A/R sub-ledger data into General Ledger daily and weekly; reconcile balances for all accounts.
- Maintain and analyze A/R aging report, Profit & Loss, balance sheets, establish doubtful accounts allowance.
- Manage cash application including processing, depositing and posting to the A/R sub-ledger all student account payments by cash, check, credit card, and wire transfer.
- Continues to improve and develop the systems to streamline processes and to maintain compliance with state and federal regulations.

Director Of Financial Aid

Delta Corporation - 2005 – 2009

Key Deliverables:

- Assisted with special projects including but not limited to budget, funds disbursement, resolutions of unpaid funds, and managerial problem solving, Disbursed title IV funds on a daily basis.
- Audited and reviewed packaging summary, Work study, Satisfactory Academic Progress reports, past due summary, and A/R Aging reports.
- Led efforts to reduce Account Receivable balances, achieved 40% reduction over a 3-month period.

ROBERT SMITH

Director Of Financial Aid/Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

- Certified eligibility and enrollment for VA Benefits and authorized release of financial aid holds for loan disbursements.
- Developed and oversaw departmental budget to ensure fiscal resources and expenditures satisfy office needs, goals, and priorities.
- Supervised a staff of 6 employees, originating and disbursed federal loans, reconciled federal loans, certified private alternative loans, and secured data from multiple loan services to support the loan unit, monitored federal regulations pertaining to federal student loans, and maintained operational metrics for the loan unit.
- Accounted for default management of loans for multiple schools to lower cohort default rates; provided training for staff within the loan unit Assisted with immigration advising for F-1 and J-1 Visa processing for visiting scholars; provide students with visa and immigration support as appointed DSO and counsel students in order to keep them "in status" (SEVIS/Visa).

EDUCATION

Bachelor of Arts in Sociology - May 1999(Saint John's University)

