

AMELIA MOORE

Financial Aid Administrator

🔼 PROFESSIONAL SUMMARY

Motivated Financial Aid Administrator with two years of experience facilitating financial aid processes for diverse student populations. Skilled in documentation management, compliance, and financial counseling, I enhance student access to education. My focus on effective communication and collaboration ensures students receive personalized support throughout their educational financing journey.



WORK EXPERIENCE

Financial Aid Administrator

mar / 2024-Ongoing

WidgetWorks Inc.

■ Denver, CO

- 1. Managed all aspects of financial aid for an online campus, providing comprehensive overviews for degree programs.
- 2. Ensured financial aid packaging for over 100 students every 8 weeks, achieving 100% completion by start dates.
- 3. Reviewed and uploaded documents to resolve ISIRs for verification and eliaibility.
- 4. Created payment plans and processed private loans, ensuring timely deposits.
- 5. Updated funding plans in response to academic schedule changes and grades.
- 6. Supported corporate financial aid initiatives, collaborating with ground campuses.
- 7. Communicated effectively with admissions, registrars, and cash management to support student needs.

Financial Aid Administrator

Mar / 2023-Mar / 2024

Silver Lake Enterprises

耳 Seattle, WA

- 1. Generated weekly reports to identify students needing financial assistance.
- 2. Conducted daily workshops and counseling sessions on financial aid documentation.
- 3. Advised students on Title IV eligibility and financial aid options.
- 4. Determined aid eligibility and prepared comprehensive aid
- 5. Led electronic financial aid workshops for students and families.
- 6. Addressed inquiries and provided detailed assistance to students and families.
- 7. Managed financial aid processing for over 1,000 students, ensuring timely disbursement of funds and compliance.



EDUCATION

Bachelor of Arts in Education

Mar / 2022-Mar / 2023

State University

Toronto, ON

Focused on educational policy and student services.

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SKILLS

Financial Aid Management

Problem Solving

Financial Regulations

Assessment Skills

Negotiation Skills

Time Management

INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

STRENGTHS

Stewardship

Teamwork

% Tenacity

Vision

LANGUAGES





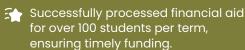


English

Spanish

Italian

ACHIEVEMENTS



Implemented a new tracking system that improved document submission rates by 30%.