



AMELIA MOORE

Financial Aid Administrator

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📍 Los Angeles
🌐 www.qwikresume.com

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 eligibility.
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

📍 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 packages.
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.

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



ACHIEVEMENTS

- ★ Successfully processed financial aid for over 100 students per term, ensuring timely funding.
- ★ Implemented a new tracking system that improved document submission rates by 30%.