Robert Smith

Jr. Financial Aid Administrator

CONTACT DETAILS

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PERSONAL STATEMENT

Accomplished, self-motivated, and detail-orientated Jr. Financial Aid Administrator with over two-plus years of experience in financial aid and student services including extensive customer service skills working with a wide variety of student populations. Very well organized and able to meet deadlines. Keen insight and can handle multiple tasks and projects successfully with attention to detail. An effective team player committed to excellence.

WORK EXPERIENCE

Jr. Financial Aid Administrator
Unitek College - April 2017 – Present

Responsibilities:

- Responsible for managing all financial aid aspects of the online campus including providing financial aid overviews for associate and bachelor degree programs.
- Ensuring all students are 100% financial aid complete and packaged in broadleaf and Campusvue systems by the first day of start for 100+ students every 8 weeks.
- Reviewing, collecting, and uploading documents to clear all ISIRS for C codes, verification, Sula eligibility, and conflicting information.
- Creating and packaging all payment plans and private loans including collecting deposit payments as required.
- Updating financial aid funding plans and awards due to schedule changes and failed grades.
- Supporting ground campuses as part of a corporate financial aid team as needed.
- Communicating effectively and working closely with admissions, registrars, and cash management staff to provide a cohesive support system for students.

Financial Aid Administrator
College America - February 2016 – April 2017

Responsibilities:

- Ran weekly reports to determine which [current or prospective] student needed financial attention.
- Completed daily overviews and workshops with students and parents to counsel students on various documents (entrance counseling quiz, authorization to retain funds, private loans, plus loans, etc).
- Advised students school regarding Title IV aid program eligibility, repayment options, and maintaining satisfactory progress.
- Determined aid eligibility and prepared packages of federal, state and institutional aid awards.
- Conducted electronic financial aid workshops for students and families.
- Answered questions and provided assistance and information to students and families.
- Ensured student eligibility is confirmed and documented through the

SKILLS

Financial Aid, Customer Service, Financial Management, Receptionist, Banking, Lending

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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proper procedures.

Education

Bachelors Of Science in Business Management - May 2013(Western Governors University)Associates Of Occupational Studies in Business - May 2008(IBMC College)

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