



ETHAN MARTINEZ

Financial Aid Advisor

PROFESSIONAL SUMMARY

Compassionate Financial Aid Advisor with a focus on student advocacy, providing personalized support that resulted in a 35% increase in financial aid awareness and accessibility among underrepresented student groups.

WORK EXPERIENCE

Financial Aid Advisor

WidgetWorks Inc.

Feb / 2024-Ongoing

Denver, CO

1. Assisted students in understanding and applying for federal and state financial aid.
2. Managed a caseload of 75-100 students, providing personalized financial guidance.
3. Calculated tuition costs and guided students in completing necessary documentation.
4. Evaluated student eligibility for various financial aid programs, including grants and loans.
5. Facilitated access to funding sources such as Pell Grants, Stafford Loans, and scholarships.
6. Developed payment plans for students, accommodating budgets up to \$21,000.
7. Ensured timely account finalizations, maintaining compliance with financial aid regulations.

Financial Aid Advisor

Summit Peak Industries

Feb / 2023-Feb / 2024

Denver, CO

1. Entered and maintained scholarship data, ensuring accuracy in student accounts.
2. Organized and managed financial aid files to streamline administrative processes.
3. Verified scholarship information for completeness and accuracy.
4. Investigated and resolved discrepancies in financial aid records.
5. Responded to inquiries via phone and email regarding financial aid information.
6. Conducted financial literacy sessions to improve student understanding of financial options.

EDUCATION

Bachelor of Science in Business Administration

University of Randomville

Feb / 2022 - Feb / 2023

Portland, OR

Focused on financial management and student services.

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SKILLS

Application Review



Financial Planning



Conflict Resolution



Report Generation



Presentation Skills



INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

STRENGTHS

Stewardship

Teamwork

Tenacity

Vision

LANGUAGES



English



Spanish



Italian

ACHIEVEMENTS

Increased student completion of FAFSA by 30% through targeted outreach and support.

Successfully negotiated payment plans for over 50 students, facilitating access to education.