
Financial Aid Advisor Resume

Job Objective

To obtain a position where my Financial Aid Advisor skills will continue to develop and will also help the organization.

Highlights of Qualifications:

- Remarkable experience in advising students on financial aid
 - Profound knowledge of financial aid packaging and processing
 - Familiarity with Federal, State and Institutional financial aid regulations, procedures and directives
 - Ability to provide focused advising on academic standards
 - Ability to create student financial aid related documents
 - Ability to provide students with accurate information regarding the application process
 - Ability to provide students with accurate information on eligibility for federal financial aid
 - Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff
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Professional Experience:

Financial Aid Advisor, August 2005 – Present
University of Denver, Worcester, MA

- Collaborated with Customer Service Support Specialists to facilitate outstanding service to prospective students.
- Compiled the student award letters and explained to the student's effectively.
- Assisted the students with the completion of the FAFSA.
- Maintained conformity with Federal regulations and procedures.

Financial Aid Advisor, May 2000 – July 2005
University of La Verne, Worcester, MA

- Managed all the facets of Title IV Administration and oversee the activities of Financial Aid Advisors.
 - Analyzed and trained both the new and present Financial Aid Advisors to ensure adherence with federal regulations and school policies.
 - Ensured the default management procedures are followed.
 - Ensured that proper documentation is sent to third party servicer in a timely manner.
 - Audited files to ensure accuracy.
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Education:

Bachelor's Degree in Finance, Southern Adventist University, Collegedale, TN

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