
FINANCIAL AID ASSISTANT RESUME

Objective:

Seeking the Financial Aid Assistant position where I can apply my experience and efficiently contribute to the company's growth.

Summary of Skills:

- Ability to draft mails, financial Aid reminders for Active & Future Advisors
- Operational knowledge of student registration and walk-ins.
- Strong data entry skills.
- Proficient with MS Word, Excel, Outlook and PowerPoint.
- Ability to prioritize, multi-task, perform well under pressure and meet deadlines
- Exceptional organizational skills.
- Exceptional social interaction skills.
- Strong oral and written communication

Work Experience:

Financial Aid Assistant
Universal Technical Institute, Inc., Wilmington, DE
August 2005 to till date

- Updated student data in various internal and external systems.
- Attended required training sessions.
- Achieved assigned productivity goals.
- Made phone calls to confirm all of next day's appointments.

Financial Aid Assistant
Aijlon Professional, Wilmington, DE
May 2000 to July 2005

- Answered general questions concerning the financial aid programs.
- Distributed application information and materials to students as requested.
- Advised students on the academic progress standards.
- Assisted students in all aspects of the financial aid process.
- Delivered high level of customer service in a fast paced environment.

Education:

Associate Degree in Finance
University of North Texas, Fort Worth, TX

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