
Financial Aid Officer Resume

Job Objective

Seeking an opportunity by filling a Financial Aid Officer position to help the right organization boost productivity and benefits.

Summary of Qualifications:

- Strong experience as a Financial Aid officer
 - In-depth knowledge of financial aid principles, practices, and processes
 - Huge knowledge of student financial aid programs and commercial loans
 - Wide exposure to accounting and customer service
 - Familiarity with IRS tax forms & preparation, and financial aid packaging policy
 - Exceptional knowledge of Federal & State Grant and loan programs
 - Ability to answer complicated student financial aid questions
 - Deep knowledge of crossover funding issues
 - Excellent communication and interpersonal skills
 - Ability to work without close supervision
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Work Experience:

Financial Aid Officer, August 2005 – Present
Education Management Corporation, Bedford, OH

- Provided information, advice and assistance regarding the various types of financial aid available to students.
- Analyzed student applications and determined eligibility for financial aid.
- Assisted in getting students' financial aid cleared for payment.
- Ensured accuracy of student financial aid packaging for state and federal agencies.
- Coordinated with Director of Financial Aid the implementation of new policies and procedures at the campuses.
- Supported and participated in the major initiatives for process improvement.

Financial Aid Officer, May 2000 – July 2005
Concorde Career Colleges, Inc, Bedford, OH

- Conducted mini-interviews which outlined student aid eligibility.
 - Performed needs analysis and packaging aid for future and current students.
 - Prepared reports as required by federal, state, local and accrediting institutions.
 - Coordinated activities and promoted teamwork among staff in conjunction with the admissions process.
 - Coordinated with Director of Financial Aid the implementation of new policies and procedures at the campuses.
 - Supported and participated in the major initiatives for process improvement.
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Education:

Bachelor's Degree in Finance, Metropolitan State University, Saint Paul, MN

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