
Financial Aid Specialist Resume

Job Objective

To obtain a position as Financial Aid Specialist in which my skills can help to increase the number of clients and sales for the company.

Highlights of Qualifications:

- Remarkable experience with post-secondary financial aid programs
 - Huge knowledge of Datatel Colleague software
 - Deep knowledge of techniques of financial aid disbursement
 - Familiarity with Microsoft Office software
 - Amazing ability to manage with multiple databases
 - Outstanding ability to execute need analysis calculations
 - Superior desktop and automation skills
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Professional Experience:

Financial Aid Specialist
Chaffey Community College District, Onancock, VA
May 2006 – Present

- Examined and reconciled funds.
- Managed system-wide parameter and tables.
- Outlined aid applications and supported documentation.
- Established appropriate aid packages.
- Imparted information on aid programs.
- Formulated reports and coordinated in Financial Aid appeals Committee.

Financial Aid Specialist
Grand Canyon University, Onancock, VA
March 2003 – April 2006

- Managed administering federal, state and institutional aid.
 - Evaluated financial aid documents.
 - Handled verification documents and authorized student loans.
 - Outlined student financial aid packages.
 - Coordinated in GCU Financial Aid events.
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Education:

Associate Degree in Business Administration
Washington State Community College, Marietta, OH

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