

STUDENT FINANCE CONSULTANT

Summary

Customer service oriented individual with relevant work experience and integrity looking to further my career within the accounting industry. Over four years of work experience within student finance. Excellent communication skills including listening, telephone, written, and interpersonal. In-depth knowledge of financial aid/ financial analyst/ account management policies and procedures. Experience working with internal and external auditors in auditing, accounting, and regulatory compliance projects. CORE STRENGTHS * Strong ability to communicate, explain and convince * Careful attention to detail and data entry skills * Math and analytical skills * Knowledge of basic accounting and auditing principles * Billing/ invoicing/ account reconciliation * Intermediate level computer skills

Accomplishments

- Bringing the student default rate down at the OmniTech Institute by confirming and updating contact information for every active student before they become inactive
- Researched and resolved billing problems that had previously been missed.
- ***** audits
- Maintained accurate student account files and spreadsheets without error

Experience

Student Finance Consultant

July 2014 to Current Company Name i¼ City , State

- Provided information, advice and assistance regarding the various types of financial aid available to students.
- Analyzed student applications and determined eligibility for financial aid.
- Performs duties in the areas of compliance, reconciliation, professional judgment and satisfactory academic progress Collect documents , manage, and maintain accurate student files without error Performed heavy customer contact regarding past due or delinquent account balances.
- Prepare billing statements and informed current and former students of their financial obligations and options outside of title IV Audit student files and resolve concerns and discrepancies for matters related to assigned financial accounts.
- Responsible for managing multiple tasks in a time-sensitive work environment Faxing, filing, data entry, and scanning.

Financial Aid Reporting Analyst

June 2013 to June 2014 Company Name i¼ City , State

- Conduct research and analysis of student financial data refunding both title IV and non- title IV overpayments and ineligible funds.
- Accurately forecast and assess financial need(s) of students to ensure financial assistance meets their education goals.
- Plan, monitor, and review student progress of course completion, evaluating results and financial aid eligibility Review financial aid and/or loan applications according to institution guidelines to minimize in correct funding Team work with school and home office administrators to ensure student credit balances are resolved accurately and efficiently Consistently demonstrate a general knowledge of company guidelines, processes, practices, and procedures.

Financial Aid Officer/Student Accounts

September 2009 to November 2012 Company Name i¼ City , State

- Provided information, advice and assistance regarding the various types of financial aid available to students.
- Analyzed student applications and determined eligibility for financial aid.
- Managed large paperwork caseloads, complete, manage, and maintain completed accurate student files without error Followed students through until graduation or inactive student status to ensure financial aid eligibility Informed current and former students of their financial obligations and options outside of title IV Teamwork with internal and external auditors in auditing, accounting, and regulatory compliance projects Prepare billing statements and informed current and former students of their financial obligations and options outside of title IV Prepare and process payment transactions Faxing, filing, data entry, and scanning.

Assistant Store Manager

August 2007 to September 2009 Company Name i¼ City , State

- Assisted the store manager in daily operation of the store (occasionally assuming store responsibility in his absence) Managed and maintained a full staff of sales floor, stock room, and overnight associates Ensured the provision of customer service on the sales floor Training, scheduling, interviews, payroll Cash handling, bank deposits, cash drawer management.

Front Desk Receptionist

January 2007 to August 2007 Company Name i¼ City , State

- Greet guests and patrons as they arrive Handle guest check-ins and check-outs appropriately Operate hotel switchboard, take calls and provide information and transfer calls Provide guests with room keys and call for bellboys Provide guests with directions around the hotel Balance cash at the end of the shift and generate accounting reports for the benefit of the next shift Professional work references available upon request.

Education

Microsoft Office Suite Course Completion Certificate : 2015 Atlanta Metropolitan College

Bachelors of Arts : Communications , 2006 Clark Atlanta University Communications

Skills

academic, accounting, auditing, Balance, billing, Cash handling, credit, customer service, data entry, Faxing, filing, financial, funds, home office, managing, Microsoft Office Suite, next, payroll, processes, progress, research, sales, scanning, scheduling, switchboard, Teamwork, Team work