

# Jeffrey Can

## Financial Aid Program Assistant

Cudahy, CA  
jeffreycan@ymail.com - (909) 203-8490

Career goal is to achieve the highest rank possible in the field that I am applying for, through hard work and discipline. I have decided to follow a career in psychological research, applying my skills in hoping to make a positive impact in the world.

### WORK EXPERIENCE

#### **Appointment Setter**

Aston Marketing - Torrance, CA - March 2015 to June 2015

##### Responsibilities

I would make up to 150 Calls a day, talking to Time Share owners. When I would find a prospect I would set the appointment for the Time Share owner to call back into a conference call.

##### Accomplishments

Our quota was to produce 15 appointments a day, My first week I would average around 25- 30 appointments. Our goal was to get good prospects' that were looking to get out of their Times Shares.

##### Skills Used

The skills that were required to bring in good leads were; Verbal charisma, professionalism, the capability to rebuttal, and patients.

#### **Finance Executive**

Alliance Funding Group - Orange County, CA - January 2014 to January 2015

##### Responsibilities

- Cold calling, making 200 plus calls a day with 2 plus hours talking to someone.
- Pitch equipment finance to business owners, CFO, Controllers.
- If interested, verify all information about the business and pull the Social Security through the phone to fill out the one page application.
- Pitch Working Capital which is a short term loan.
- Bring in a minimum of 5 applications a month.

##### Accomplishments

I worked hard every day coming in early and leaving late to make sure that I got a hold of the decision maker.

##### Skills Used

Persuasion, Charismatic, aggressive, tactful, and intellectual speaking skills.

#### **Financial Aid Program Assistant**

Financial Aid Department - South Gate, CA - June 2010 to January 2014

Assist students with paper work; clarifying that all personal information including income is accurate and up to date.

Making sure that all documents that are needed are accounted for and completed correctly.

Information on EDEExpress and Deck must be looked over thoroughly to a sure that there are no discrepancies between one another.

Answer question about FAFSA, Cal Grants, Scholarship's, and Dream Act.

Must be up to date with any financial aid information.

I am responsible for any intake or packet that is turned into me, I must make sure that all information submitted is correct and complete so that the supervisor can award the student with no issues.

### **Student Information Assistant**

South Gate ELAC Education Center - South Gate, CA - June 2009 to July 2010

Assist students, and answer questions.

Assist teachers with copies, questions, and guiding new instructors.

File and fax documents, and attend to copier machine when malfunctioning.

Stay up to date with changes regarding applications, classes, rooms, and faculty.

### **Cashier/ Grill**

McDonalds - Chino Hills, CA - 2006 to 2007

Attend to customers, and handle money when closing.

\* Prepare food, follow the rules of the kitchen, and kept a clean environment.

\* Worked as the drive-thru cashier, and front desk cashier.

## **EDUCATION**

### **Associates in Psychology, & Liberal Art**

East Los Angeles Community College

2008 to 2013

## **SKILLS**

bilingual speaking, reading, and writing Spanish