

Financial Aid Analyst Financial Aid Analyst Financial Aid Analyst Union City, CA Work Experience
Financial Aid Analyst West Coast University - Irvine, CA June 2017 to March 2019 Reviewed and corrected all financial aid awards including federal aid, private loans and scholarships that were originated by other associates. Analyzed and resolved exceptions that were preventing financial aid awards from being disbursed. Maintained a proactive approach to minimize late disbursements.
Financial Aid Administrator West Coast University - Irvine, CA April 2016 to June 2017 Analyzed student files to ascertain qualifications for financial aid awards including federal aid, private loans and scholarships. Calculated student fees and disbursements for all awards. Verified accuracy of files via various databases such as NSLDS and COD. Resolved all discrepancies prior to awarding.
Business Systems Analyst Ethos Lending, LLC - Irvine, CA May 2015 to July 2015 Analyzed business needs and provided suggestions for improving business efficiency. Learned code to optimize software thereby facilitating the loan manufacturing process. Conducted thorough QA testing to identify issues in company's products. Implemented the Scrum methodology for managing product development. Prepared and published documentation on company products.
Teller Bank of America - Richmond, CA October 2012 to April 2015 Promoted banking products and services to new and existing customers. Generated sufficient business to become top performer within only six months. Processed more than 25 customer transactions per hour with a significant attention to detail. Carefully managed volumes of funds during transactions.
Education B.A in Economics University of California at San Diego - La Jolla, CA June 2012 Skills Vba, Typing, Microsoft office, Financial Analysis, Financial Reporting, Microsoft Word, Word, Budgeting, Financial Modeling, Microsoft Excel

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