

Brittiany Juravic

San Francisco, CA

EXPERIENCE

Work-Study Program Senior Analyst

UC Berkeley | Berkeley, CA | June 2016 — November 2019

Managed the Federal Work-Study Program administered by the Financial Aid and Scholarships Office. Served as the functional subject matter expert for work-study and software systems pertaining the program.

- Successfully managed the program through two system migrations.
- Rewrote business procedures / processing schedules and constructed new functional workflow diagrams.
- Recommend policy and procedural changes based on research and thorough knowledge of system limitations and capabilities.
- Conducted classroom and virtual training to over 200 colleagues.
- Collaborator on design, testing, and implementation of systems and applications supporting the successful administration of the program.

Director of Student Financial Services

The Art Institutes | Tampa, FL | July 2014 — June 2016

Executive leader of the Student Financial Services Department, overseeing campus financial aid operations and a staff of 5. Supported undergraduate enrollment and retention with an emphasis on operational efficiency and compliance. Demonstrated leadership in administering financial aid through timely collection of aid and compliant files/audits.

- Served as a member of the campus executive committee.
- Consistent timely processing and disbursement of over two million dollars in funds each quarter, exceeding 90% paid goal.
- Successful compliance audits with zero findings.

Financial Aid Officer

The Art Institutes | Tampa, FL | August 2010 — July 2014

Provided counseling and guidance to current and prospective students on obtaining federal, state, and institutional financial aid. Analyzed students' financial need and eligibility for aid programs and prepared aid packages in accordance with regulations. Evaluated appeals and recommended professional judgment determinations on a case-by-case basis.

Loan Coordinator

The Art Institutes | Tampa, FL | January 2010 — August 2010

Managed student loan exit interview process for students who ceased enrollment. Provided counseling and guidance to student and parent borrowers, following federal requirements and the school default management plan. Managed the campus Federal Work-Study Program awarding and reconciliation.

EDUCATION

University of South Florida

BA in Psychology

Minor in Communication

Tampa, FL | 2009

SKILLS

Project management

Cross functional
collaboration

Report writing and query
design

AWARDS

UC Berkeley COSA

Chancellor's Outstanding
Staff Award | 2019

UC Berkeley Student Affairs

Achievement Award | 2019

UC Berkeley Student Affairs

Spot Award | 2017