

Mary MacMillan

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Objective To find a job that utilizes my current administrative and technical skills but allows for upward mobility and more learning opportunities.

Experience **Junior Web Developer**

Deep Dive Coding, Albuquerque, NM

01.2018 – present

Financial Aid Counselor

St. John's College, Santa Fe, NM

08.2016 – 01.2018

While working as an administrative assistant I took on additional duties connected to the work study program, initiated several year-round projects and earned my second promotion within two years. These additional duties include but are not limited to coordinating trips to the Social Security Office, reconciling work study information, and training employees from another campus on how to better manage the work study program.

Financial Aid Administrative Assistant

St. John's College, Santa Fe, NM

08.2014 – 08.2016

Manage college-wide work study program

Supervise and train work study students

Input and send all financial aid awards

Run and manipulate reports

Work with students to prevent loan default

Manage, disburse, and reconcile for Perkins, institutional, and alternative loan programs

General office duties – I am in charge of file maintenance, document tracking, and communicating with students and parents through phone and email.

Financial Aid Assistant (work study)

St. John's College, Santa Fe, NM

08.2010 – 08.2014

General office duties such as file maintenance, document tracking, and communication with students and parents through phone and email.

Education **Bachelor of Arts in Liberal Arts**

St. John's College, Santa Fe, NM

Graduated on 05.24.2014 with a GPA of 3.592

If this program were to be analyzed by credits into majors and minors it would yield two majors, one in History of Mathematics and Science and the other in Philosophy. It would also yield minors in Classical Studies and Comparative Literature.