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## Experience

NOVEMBER 2013 TO PRESENT

### **Director of Financial Aid & Scholarships / Sam Houston State University Huntsville, TX**

- Oversee a staff of 34 employees responsible for all aspects of the financial aid process for the University including packaging, verification, loan process, work-study placements, scholarship awarding and maintenance of software, and state aid management.
- Ensure compliance with federal regulations regarding disbursement of aid, reconciliation of federal funds, attendance initiative and return of title IV funds.
- Responsible for internal auditing of funds awarded to students above the award philosophy
- Supervise and manage the operating budget for the Financial Aid & Scholarship office.

MARCH 2007 TO NOVEMBER 2013

### **Assistant Director of Financial & Scholarships / Sam Houston State University Huntsville, TX**

- Manage the Financial Aid & Scholarships office to including the Image, Document Management and the Technical teams.
- Manage the application of federal and state regulations within computer applications as well as the reporting review.
- Supervise the oversight for on and off campus Outreach, member of the Advisory board for a male minority initiative called SH Elite, FAFSA presentations and workshops, and orientation.
- Collaborate with Assistant Director of Operations to ensure that staff training is developed and implemented for all financial aid employees.
- Provide oversight and management for employee selection, hiring, coaching and counseling.
- Participate in collaborative implementation efforts on the Banner Implementation Team and BDMS Team.

OCTOBER 2005 TO March 2007

### **Director of Admissions & Records / Blinn College Bryan, TX**

- Managed the Admissions & Records office on the Bryan Campus to include the supervision of all clerical and professional employees as well as the international student coordinator.
- Perform yearly performance evaluations and developed goals for each employee.
- Planned, organized and supervised on campus registration for the Bryan Campus.
- Developed, implemented and managed the Bryan Admissions and Records departmental budget.

- Verified Texas Success Initiative compliance for students.
- Determined student residency.
- Assisted the Registrar and the Dean of Student Services in developing policies and procedures.

SEPTEMBER 2000 TO OCTOBER 2005

### **Assistant Director of Financial Aid/Blinn College Bryan, TX**

- Managed the Financial Aid Department on the Bryan Campus to include supervision of all clerical, professional employees, and Veterans Coordinator.
- Performed yearly staff performance evaluations and developed goals for the next year.
- Coordinated with the Director of Financial Aid on policy and procedure changes.
- Hired and trained all staff members.
- Developed, implemented and managed the departmental budget.
- Supervised and assisted in the aid packaging of all financial aid students to include federal, state and loan programs.
- Responsible for the billing of all third party organizations for all three campuses.
- Awarded of all exemptions and waivers for all three campuses.
- Oversaw the verification process of selected financial aid students.
- Determined data process needs and coordinated with programming personnel in development of computer programs and reports.

OCTOBER 1998 TO SEPTEMBER 2000

### **Student Loan Marketing Representative/First National Bank Bryan, TX**

- Promoted public awareness regarding student loans to prospective consumers outside the local banking community.
- Performed entrance and exit counseling sessions. Determined target schools and developed a marketing plan, and assessed year-end results.

DECEMBER 1996

### **Bachelors of Arts in General Business/Spanish / Sam Houston State University Huntsville, TX**

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## **Professional Involvement**

- Implementation team member for My Success Planner software
- Assistant Vice President For Enrollment Management Selection Committee
- 2017-2018 Leadership Academy

## **Professional Organizations**

- National Student Financial Aid Administrators (NASFAA)
- Texas Association of Financial Aid Administrators (TASFAA)
- Financial Aid Audit and Compliance Professional (FAACP)