

► Cynthia Ann Martinez

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Objectives

To obtain a position in the challenging field of financial aid enhancing my acquired skills of communication, ability to maintain confidentiality, strong work ethic, and interpreting and applying complex rules and procedures.

Qualification and Skills

- Knowledge of federal, state, and institutional financial aid regulations, procedures and directives
- Ability to provide students with accurate information regarding the FAFSA application process
- Ability to provide student with accurate information on eligibility for federal financial aid
- Ability to adapt to work environment changes
- Ability to establish and maintain effective, team-oriented, working relationships.
- Ability to work on a multicultural environment with students, faculty, and staff

Professional Experience

Student Financial Aid Senior Advisor (Dec. 2008 –Current)

Southwest Texas Junior College

Responsible for financial aid packaging, loan entrance and exit interviews, loan certification, and financial aid counseling for students and parents

Financial Analyst (November 1992-October 2008)

Community Council of Southwest Texas, Inc.

Provided financial information to management by researching and analyzing accounting data; preparing reports.

Office Manager (May 1987-October 1992)

McClendon Air Conditioning

Organized office operations and procedures; prepared payroll; correspondence; designed filing systems; reviewed and approved supply requisitions; assigned and monitored clerical functions.

Bookkeeper (April 1983-May 1987)

Winter Garden Federal Credit Union

Maintained records of financial transactions by establishing accounts, posting transactions.

Education

Master of Education in Counseling
Sul Ross State University-Rio Grande College
Current Graduate Student

Bachelor of Business Administration, 1995
Sul Ross State University-Rio Grande College

Associates of Art, 1995
Southwest Texas Junior College

Associates of Applied Science, 1983
Southwest Texas Junior College