

Yvette Hernandez

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Education

01/2003-12/2004	Sul Ross State University	Uvalde, Texas
	Master of Education, Counseling	
01/2000-12/2002	Sul Ross State University	Uvalde, Texas
	Bachelor of Arts, Psychology	
08-1980-12/1999	Southwest Texas Junior College	Uvalde, Texas
	Associate of Arts	

Experience

- 01/2012 – Present *Director of Financial Aid* **Southwest Texas Junior College**
- Oversee financial aid operations at three campuses and supervise staff
 - Policy and Procedures; regulations; trainings
 - Federal and state reports
- 11/2008 – 01/2012 *Assistant Director of Financial Assistance* **Sul Ross State University**
- Correspond with students; review applications, file verifications, award processing
 - Administer scholarship programs; PASE
 - Chair Scholarship Committee and Appeals Committee
 - Coordinate Student Aid Consortium Agreement
 - Electronic application processing and SAR correcting using CPS program
 - Oversaw financial aid operations at three campuses and supervise staff
 - Policy and Procedures; regulations; trainings
- 01/2003 – 11/10/2008 *Financial Assistance Counselor* **Sul Ross State University**
- Managed student financial aid files and ensure student met appropriate criteria
 - Advise students regarding their financial aid concerns
 - Administer short term loans; assist with processing consortium agreements
- 03/2001 – 01/2003 *Secretary Financial Aid/Admissions* **Sul Ross State University**
- Maintain various administrative, fiscal, and academic records
 - Composed correspondence and compiled complex tables, charts, or reports
 - Collected and organized incoming documents for counselors

Skills

- Computer: Word, Word Perfect, Excel, PowerPoint, Banner, Colleague
- Language: Bilingual (English/Spanish)