

TERRY JANELL FERNANDEZ

433 N. Comal St. Eagle Pass, TX 78852 | jfernandez0820@yahoo.com | 830-352-5714

SKILLS & ABILITIES

Personal computer, database, 10-key calculator, fax, scanner, copier, Microsoft Office, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Multi Line Phone System

EXPERIENCE

STUDENT FINANCIAL AID ADVISOR- **SOUTHWEST TEXAS JUNIOR COLLEGE**
JANUARY 2013-PRESENT

Financial aid advisor for prospective and returning students. Assist students in completing the financial aid applications and maintain open communication to assist them throughout the review process. I provide financial aid awareness to students on and off the campus as well as within the community of Eagle Pass. Office hours utilized to disseminate information pertaining to the various types of federal student aid including Pell Grant, Work-Study, Scholarships, State Grants, and Student Loans.

HEAD START TEACHER- **COMMUNITY SERVICES AGENCY**
SEPTEMBER 2012-JANUARY 2013 (RESIGNED FROM POSITION DUE TO MOTHER'S TERMINAL ILLNESS)

Head Start teacher- serving families of Maverick County, maintain communication with parent's, and sustain children's files up to date for federal review.

STUDENT FINANCIAL AID ADVISOR-**SOUTHWEST TEXAS JUNIOR COLLEGE**
JULY 2008-SEPTEMBER 2012

Financial aid advisor for prospective and returning students. Assist students with financial aid applications and maintain communication to assist them throughout the review process. Provide financial aid awareness on and off the campus as well as within the community of Eagle Pass.

EDUCATION

SUL ROSS-RIO GRANDE COLLEGE, EAGLE PASS, TX
BACHELOR OF ARTS-INTERDISCIPLINARY STUDIES

Major-Reading

August 1999

Currently pursuing a Master's in Counseling at Sul Ross-Rio Grande College

COMMUNICATION | Excellent communication skills in English and Spanish

REFERENCES | **HUMBERTO GARZA**
RETIRED, FIRST NATIONAL BANK N/K/A PLAINS CAPITAL BANK
Telephone 830-335-8448

HECTOR F. RIVERA
SELF EMPLOYED, HFR INSURANCE & INVESTMENTS
Telephone 830-773-7721

ANA OCA
SECRETARY, SOUTHWEST TEXAS JUNIOR COLLEGE
Telephone 830-752-7631

HOBBIES | I enjoy reading, walking, and spending quality time with my family. |