

Christine M. Vargas

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AREAS OF EXPERTISE

Dedicated professional with 15 years' experience in the following areas:

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|------------------|---|-----------------------------|
| - Training | - Disbursement | - Supervising |
| - Implementation | - IT Liaison /Technical troubleshooting | - Federal Regulations |
| - Reconciliation | - Audit preparation | - State & Federal Reporting |

PROFESSIONAL ACCOMPLISHMENTS

2017-Current **THE CITADEL**, Charleston, SC

ASSOCIATE DIRECTOR OF FINANCIAL AID & SCHOLARSHIPS

- Responsible for the day to day management of the over 600 Institutional Scholarship programs. Includes maintaining reporting and communication with departments on campus and off.
- Responsible for maintaining the Financial Aid Offices web-based resources. Including web site, Facebook, parent portal and social media.
- Performs advanced financial aid reporting, analysis, and modeling to make recommendations on how financial aid funding can be leveraged to achieve enrollment goals.
- Loading, processing and troubleshooting department of education daily transmission files.
- Administers federal, state and college financial aid programs for students. Evaluates student eligibility and awards aid packages based on independent judgment.
- Responsible for Pell Grant program. Including reconciliation, resolving MRR and end of year close out.

2014 to 2016 **FITCHBURG STATE UNIVERSITY**, Fitchburg, MA

ASSOCIATE DIRECTOR OF TECHNOLOGY & COMPLIANCE

- Managed office computer systems and operations.
- Built and maintained systems and reports to ensure compliance with federal, state and institutional policies. Tracked and evaluated technology changes related to office business functions, federal and system based.
- Maintained caseload of 600 students, providing needs analysis, counseling, and awarding.
- Maintained a comprehensive knowledge of current federal and state regulations and policies.
- Troubleshoot and resolved systems' issues with software providers and Department of Ed.

2008 to 2014 **BAY STATE COLLEGE**, Boston, MA

ASSOCIATE DIRECTOR OF FINANCIAL AID

- Managed staff of five including the Student Business Center.
- Facilitated and maintained federal grant and loan programs,
- Developed packaging systems, including: budgets, loan periods, disbursements, and aid sources.
- Managed batch postings, returns, and tracking to ensure accurate reconciliation and timely year closeouts.
- Assisted with Bursar Office functions as needed.
- Projected annual packaging numbers based on past trends, and monitored weekly counselor progress.
- Monitored expected cash flow to ensure finance office was receiving disbursements on schedule.
- Disseminated new rules and regulations to staff and create trainings.
- Managed EdConnect incoming/outgoing transmissions, along with file troubleshooting.
- Monitored and troubleshoot all COD issues and student correct needed.

EDUCATION

SNHU, *Bachelor of Arts in Graphic Design and Media Arts* In Process

EMMANUEL COLLEGE, Boston, MA *Master of Science in Management* 2006

CLEMSON UNIVERSITY, Clemson, SC *Bachelor of Science in Marketing* 2002

COMPUTER SKILLS -Adobe Photoshop
-CampusVue

-Powerfaids
-MS Office

-Elucian Banner
-Web based resources