

# Jeffrey L. Gary

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Student Services Center | 318-357-5961 | garyj@nsula.edu

## Professional Summary

Over 17 years of combined experience in management, quality assurance and transaction coordinating in a diverse business and higher education setting. 90 hours completed in Real Estate Sales, Licensing, Contract Law, Title & Recordation, Commissioner's Rules, Finance, Fair Housing Law. Passed required school and state exams. Maintained continuing education for 11 years

## Education

**BACHELOR OF SCIENCE**, Ball State University, **1998**

- Major: Journalism Graphics / Newspaper Option
- Minor: Photography

**Real Estate Sales License**, Arizona School of Real Estate & Business, 2008

## Experience

**STUDENT FINANCIAL AID AWARDING OFFICER**, Northwestern State University, 2013-PRESENT

Analyze and calculate Federal Student Aid eligibility as defined by federal regulations. Process aid and create loan originations; advise students on available financial aid opportunities and help problem solve. Review Unusual Enrollment History reports and determine if students are in violation of manipulating the system by enrolling at multiple institutions long enough only to receive federal aid. Evaluate enrollment history and college transcripts.

**FACILITY LEASING & PROPERTY MANAGER**, Keyser Avenue Storage, 2011 - 2013

Manager responsibilities include a brief description of the following: customer service, executing all legal leasing documentation, file lease and tenant records into SSMS computer system, created financial and occupancy Excel reports and charts, purchase supplies and equipment, prepare timecards for employees, interpret legal documents to leasee's, supervise major and minor projects to facility, responsible for advertising and marketing

**REAL ESTATE SALES, TRANSACTION COORDINATOR, TEAM LEADER | REALTY EXECUTIVES | 2001-2010**

- Represent clients in the purchase and/or sale of a home or business.
- Coordinate Escrows and Transactions for multiple agents.
- Improve and coordinate Agent, Client, Lender, Broker and Title communications for customer/team transactions.

**DESIGNER AND PLANNER**, East Valley Tribune, 1998-2001

Lead designer and planner of the local daily section. Planner, designer and copy editor for the daily Entertainment Sections. Organized the planning and design of special projects.

## Accomplishments/Honors

Agent Award of Excellence Realty Executives Arizona 2005, 2006 and 2007

Lifestyle Front Page Design Award, The Society for News Design, 1998