

Kinshanna Wafer

Student Services Center | 318-357-5678 | waferk@nsula.edu

Professional Summary

More than ten years of experience providing professional knowledge, verification services to parents/students; Skilled in making professional judgment decisions; Strong communication skills to enhance the understanding of verification process among college students and parents.

Education

MASTER OF ARTS | MAY 2014 | NORTHWESTERN STATE UNIVERSITY

- Major: Social Work

BACHELOR OF ARTS | MAY 2013 | NORTHWESTERN STATE UNIVERSITY

- Major: Social Work

BACHELOR OF SCIENCE | MAY 2004 | NORTHWESTERN STATE UNIVERSITY

- Major: Business Administration

Experience

VERIFICATION OFFICER | NORTHWESTERN STATE UNIVERSITY | MARCH 2006 - PRESENT

- Update forms needed for verification
- Review/update electronic data entry transactions weekly
- Counsel parents and students on all spectrums of financial aid
- Review any changes with federal regulations in reference to verification
- Review verification documentation for accuracy along with the FAFSA information provided
- Collect, review, edit and verify aid eligibility
- Contact students via email, mail, and/or phone if additional documentation is required
- Resolve suspended file issues
- Work reports as assigned
- Assist parents/students during assigned front counter duty
- Enter documents received for verification
- Responsible for locating files for verification
- Responsible for filing files in assigned areas

Accomplishments/Honors

[National Association of Student Financial Aid Administrators] [NASFAA] [May 2016]