

# **Rene D. Chairez**

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720-412-9964

## **Qualifications**

Friendly, quick learner, quick ability to adapt to change, able to meet and exceed deadlines, bilingual in Spanish, works well under pressure, good work ethic, great customer service skills

## **Work Experience**

### **New Student Advisor**

09/2012-12/2013: Lincoln College of Technology

- Worked side by side with admissions to help student with enrollment process
- Helped students prepare for financial aid appointments
- Scheduled and confirmed Financial Aid Appointments
- Collected and verified education documents for student files

### **Financial Aid Advisor**

03/2012-9/2012: Lincoln College of Technology

- Proficient in CampusVue, Common Origination and Disbursement center, National Student Loan Database system, and Federal Student Aid systems
- Assisted students and parents with completing their FAFSA, Master Promissory Notes, and other required documents in Financial Aid process in person as well as online via join.me screen sharing website, and over the phone
- Assembled and verified student files for review by management
- Certified Pell Grants and Scholarships, as well as Direct/Stafford Loans, and Parent Plus loans

### **Quality Assurance Manager**

02/2011-10/2011: Del Monte (Select Staffing)

- Quality Control manager for the shipping and receiving department
- Ordering for a major distributor and sending documentation to corporate for quality assurance inspections
- Data entry for samples in receiving department

### **Storeroom Clerk/Driver**

09/2005 - 08/2011: Kaiser Permanente

- Ordered Medical Supplies from vendors for specialty doctors and nurses
- Managed inventory for clinics and hospitals
- Purchasing buyer
- Warehouse manager for receiving and delivering
- Delivery of Diagnostics

## **Education**

2009 – 2010 Santa Barbara College

- Radiology Program  
2008 - 2009 Ventura Community College
- Medical Terminology  
2005 Buena High School
- Diploma

**References:**

Provided upon request