

LISA ANNE PAGE

SUMMARY

I have more than 20 years of experience serving in a collegiate scholarship, counseling, and administrative environment, coupled with more than 25 years of experience serving in a customer service, team, and managerial capacity. Throughout my career, I have gained excellent time management and organizational skills, effective communication, the development of an attention to detail, flexibility, and a love for working with students and families.

EDUCATION

West Virginia Wesleyan College
Bachelor of Science, Business Management, May 1996

NCSU COLLEGIATE EXPERIENCE

NC STATE UNIVERSITY MAY 2001 - CURRENT

OFFICE OF SCHOLARSHIPS & FINANCIAL AID, ASSISTANT DIRECTOR

- Award, review, and revise financial aid in accordance with Federal, State, and Institutional guidelines.
- Provide students and families with a positive experience and guidance through the financial aid process.
- Present financial aid information sessions to parents, high school guidance counselors, and university constituents.
- Answer questions from students and families regarding their financial aid throughout their student lifecycle.
- Review and make decisions on professional judgments.
- Responsible for the administration of Satisfactory Academic Progress.
- Responsible for Campus and Community Outreach.

Special projects:

- Served on a team to redesign the SAP appeal and SAP information resource pages. This greatly improved processing and overall transparency to the student, academic advisors, and the financial aid staff.
- Served on a team to redesign and implement new Financial Aid Offer and Document tracking letters.

OFFICE OF UNDERGRADUATE ADMISSIONS, ADMISSIONS EVALUATOR

- Evaluated and processed the applications and academic records of prospective freshman, transfer, and international students.
- Counseled students, parents, and school representatives on the undergraduate admissions process.
- Cultivated relationships with prospective students through all phases of the enrollment cycle.

Special projects:

- Chosen to serve on a team to implement the new OnBase scanning software into the transfer student transcript evaluation.

OFFICE OF SCHOLARSHIPS & FINANCIAL AID, SENIOR ASSISTANT DIRECTOR

- Managed, lead, and developed team of 3 scholarship administrators.
- Responsible for the stewardship of more than 100 endowed scholarships totaling in excess of \$3,500,000 annually.
- Responsible for the coordination of more than 1,000 departmental scholarships totaling in excess of \$8,500,000 annually.
- Responsible for the coordination and management of more than 5,500 external scholarships totaling in excess of \$8,700,000 annually.
- Responsible for the coordination and management of more than 800 electronic scholarship payments totaling in excess of \$2,000,000.
- Managed and maintained scholarship excel databases for reporting and spending calculations.
- Counseled students on scholarships and financial aid.
- Planned and coordinated scholarship events.
- Spoke to parents, guidance counselors, and faculty at various campus and community outreach events.
- Created and revised financial aid documents, forms, applications, and financial aid web content.
- Generated queries to report scholarship, financial, and biographical data to scholarship committees, donor relations, and various departments.

Special projects:

- Designed and managed annual electronic scholarship application for the prestigious Chancellor's Leadership Scholarship.
- Served with a team to train staff on the transition from Powerfaids to PeopleSoft software.
- Led the implementation of the departmental scholarship reporting system and the online external scholarship notification system within PeopleSoft.
- Led the scanning project to migrate all the historic paper scholarship files to an electronic view within OnBase.

SKILLS

PeopleSoft, Powerfaids, Word, Excel, OnBase, AdmissionPros, Self-starter, Team-player, Detail-oriented, Excels working in a fast-paced environment