

# Robert Sean Kniss

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## WORK EXPERIENCE

### **Financial Aid Officer**

June 2006 - Present

*Michigan State University, East Lansing, MI*

- Audit and review federal tax documentation and complete verification of federal tax documents. Review financial statements for accuracy
- Responsible for program fund levels and staying within federal and institutional funding compliance
- Responsible for administering financial aid programs and meeting federal compliance guidelines.
- Manage all aspects of financial aid as the liaison for the MSU Office of Study Abroad, which operates the largest study abroad program in the nation among public institutions.
- Financial aid liaison for the MSU Dubai program. Responsible for working with parents, students and other departments in order to help students participating in the program obtain necessary aid.
- Knowledgeable about all available financial aid programs, funds available for these programs, as well as requirements that student's must meet to qualify.
- Work directly with parents and students to assist in understanding and acquiring financial aid; provide financial aid assistance throughout a student's academic career.
- Give large group presentations to parents and incoming, potential or current students.

### **Admissions Advisor**

March 2005 – June 2006

*Baker College of Owosso, Owosso, MI*

- Responsible for recruiting adult and High School prospective students, scheduling all appointments and recruiting fairs, and maintaining enrollment of all students throughout their degree program.
- Completion of all necessary financial aid forms and paperwork.
- Large group presentations at College Nights and Career Fairs.
- Facilitating Orientation programs for both students and parents.
- Community involvement to increase public knowledge and perception of Baker College of Owosso.
- Planning, facilitating, and overseeing annual Baker College Financial Aid Seminar for high school students and their families.

### **Store Manager**

November 2004 – March 2005

*Crusader Cash Advance, Jackson, MI*

- Supervise employees to ensure store operates within corporate guidelines
- Responsible for marketing of the store, working with other businesses to create client base, delivering door to door materials, and handling radio station remotes to bolster business
- Provide payday advance loans for customers
- Work closely with the bank to ensure loans are recorded properly
- Handle collections when customer accounts becomes delinquent
- Daily operation of multiple store locations, including opening and closing duties

**Store Manager/Sales Associate**

July 2003 – January 2004

*Lifestyles Hotspring Spas, DeWitt, MI*

- Coordinated daily operations including opening and closing, staff scheduling and supervision, working with financing companies, and balancing the store budget
- Worked closely with the corporate office to ensure compliance with corporate guidelines
- Responsible for one-ninth of the revenue for the world's largest Hotspring spa dealer
- Set records in sales for new employees in first three months of employment
- Responsible for complete sales process including financing, coordination of delivery and product installation

**Production Assistant**

January 2002 - March 2002

*Mid-Michigan Radio Group, Lansing, MI*

- Produced commercials for broadcast during sporting events
- Position was eliminated due to contract of new radio personality

**Sound Design Intern**

August 2001 - December 2001

*Harvest Music & Sound Design, Lansing, MI*

- Assisted office staff with various responsibilities including running errands, answering phones and filing paperwork
- Assisted with dialogue editing and foley artist on a major motion picture
- Sound Design projects:
  - Super Sucker, Purple Rose Films*, Dialogue editing & foley artist
  - Belle Tire Commercials*, foley artist

**EDUCATION**

- Currently pursuing the Masters of Education program, Expected graduation 2011  
Michigan State University, East Lansing, Michigan
- Bachelor of Arts in Interdisciplinary Humanities, 2003  
Michigan State University, East Lansing, Michigan
- Coordinated audiovisual engineering for three MSU student theatre productions

**HONORS & ORGANIZATIONS**

- Michigan Student Financial Aid Administrators  
On the Board of Directors, serving as chair
- Michigan Student Financial Aid Administrators  
Special Achievement Award 2010  
Leadership Retreat 2009
- Boy Scout's Life Scout honor, 1991