

Cherishe A. Cumma-Clarke
(929) 648-0005; cherishe@icloud.com
www.linkedin.com/in/cherishe-cummaclarke

EDUCATION

New York University, New York, NY

Master of Arts, Higher Education and Student Affairs, June 2024

New York City College of Technology, Brooklyn, NY

Bachelor of Science, Professional and Technical Writing, Biology Concentration; Africana Studies Cognate, June 2019

PROFESSIONAL HISTORY

NEW YORK UNIVERSITY

Financial Aid Administrator, Federal Programs

May 2022 to Present

- Utilize PeopleSoft query viewer for purposes including, but not limited to, the processing of federal loans, the review of federal loans outside of a student's Borrower Based Year, and the review of the Parent PLUS Loan confirmation process.
- Ensure that the University is in compliance with federal and institutional policies governing federal financial aid.
- Provide leadership and training to the Office of Financial Aid at large and serve as point of contact for staff regarding direct loan issues
- Prepare and execute origination, disbursement and correction file transfer to the Department of Education via the Common Origination and Disbursement website
- Complete monthly reconciliation of federal Direct Loans via the Common Origination & Disbursement website in comparison to data in Peoplesoft Albert
- Audit students' financial aid loan eligibility as required by the Department of Education (i.e., enrollment status, not in default with other loans, satisfactory academic progress, data changes, etc.)

NEW YORK UNIVERSITY

Fulbright English Teaching Assistantship Intern

May 2023 to October 2023

- Served as a primary advisor to 15-20 students including several rounds of draft review and individual student appointments
- Facilitated interactive group writing workshops for the Fulbright grant purpose and personal statements
- Participated in Fulbright Campus Committee Review interviews in mid-September and fill out Campus Committee Evaluation (CCE) forms for primary advisees

NEW YORK UNIVERSITY

Financial Aid Counselor

March 2020 to April 2022

- Advised current students, prospective students and their parents on the different procedures to attain and maintain their eligibility for financial aid
- Analyzed financial aid inquiries submitted via phone and email while also completing all assigned inquiries
- Maintained professionalism through volunteering to work with professional schools, developing content for NYU Office of Financial Aid social media platforms, attending professional development courses, and attending training sessions required by Enrollment Management

NEW YORK UNIVERSITY

Student Financial Services Representative

July 2019 to March 2020

- Effectively handled and managed large call volume while identifying, assessing and effectively assisting callers
- Guided students while discretely handling sensitive financial and students' personal information
- Documented each phone conversation to create detailed tickets on each issue logged in Service Link System

THE FUTURES INITIATIVE

Editor and Leadership Fellow/ Liaison

July 2016 to May 2019

- Mentored college students on how to enhance skills to improve academic and professional success
- Utilized platforms such as WordPress to create blogs on student-centered topics that impact college students
- Assisted in planning monthly meetings, mentor panels and creating agendas for Peer Mentor Meetings

THE BLACK MALE INITIATIVE

English Tutor

February 2019 to May 2019

- Edited clients' papers; communicating issues with grammar and punctuation and pinpointed areas of improvement
- Prepared clients for upcoming examinations and major classroom assignments

NIH BRIDGES TO BACCALAUREATE

Admin. Assistant to Project Director

March 2018 to December 2018

- Worked collaboratively with website developer and graphic designer to ensure consistency of content on the

National Institutes of Health Bridges to the Baccalaureate Program website

- Reviewed and processed invoices, submittals and payment requests for conformance to project budgets
- Scheduled and transcribed conference calls and meeting notes to be filed into online resource for later use

THE BUZZ BLOGSITE

June 2017 to June 2018

Student Blogger/Author

- Researched and analyzed current issues regarding student life on campus to inform the college community
- Utilized WordPress to develop relevant and relatable content by writing about personal, college and life experiences
- Increased website traffic significantly by marketing blog through social media platforms such as Twitter

NEW TECH TIMES NEWSPAPER

January 2015 to December 2016

Blogger/Writer

- Blogged about social, political and academic events pertaining to student life
- Researched and analyzed current local and campus issues to inform the college community
- Generated significant website traffic by networking and informing individuals personally and electronically on and off campus on how to access the website

PSYCHOLOGY OF EMOTION RESEARCH LAB

January 2014 to September 2016

Research Assistant

- Implemented ongoing experimental studies examining the effects of expressive writing on the body
- Trained incoming lab assistants on proper laboratory protocol and how to conduct lab experiments
- Organized and oversaw all laboratory schedules for lab assistants, completed data entry and scheduled lab hours/appointments for lab subjects and employees

