Juanita Berry
https://the8dcs.wordpress.com
832-705-2199

Professional Summary

An organized and detail-oriented professional with extensive experience in financial reconciliation, data auditing, and student enrollment services. Proven expertise in managing compliance for higher education settings, supporting financial operations, and enhancing process efficiency. Known for strong analytical skills, exceptional organizational abilities, and a commitment to maintaining accuracy in student and financial data management.

Experience

Houston Community College
Associate Enrollment Services
March 2025 – Present

- *Guided students through admissions, testing, financial aid, registration, and other enrollment processes.*
- *Provided accurate support and information to students, staff, faculty, and the community across multiple communication channels.*
- *Processed and verified enrollment documents, test scores, and student records while ensuring compliance with TSI and FERPA.*
- *Supported financial and academic processes (refund petitions, compliance reporting) and maintained secure enrollment systems.*
- *Represented the college at events, delivered training, and assisted with staff supervision and system troubleshooting.*

Houston Community College
Assistant Enrollment Services
January 2023 – March 2025

- *Perform student-facing tasks in the enrollment process (admissions, registration, orientation, online enrollment, data entry).*
- *Serve as a resource to students, faculty, staff, and the community by providing accurate information in person, by phone, or online.*
- *Collect, log, and scan enrollment documents (applications, transcripts, test scores, residency documents, etc.) into student systems.*
- *Enter and verify testing and assessment scores (TSI, ACT, SAT, etc.).*
- *Screen students for Texas Success Initiative (TSI) compliance (check status, set milestones/groups, term activate) and consult with Associate/Officer when professional judgment is required.*
- *Troubleshoot and monitor electronic labs and online enrollment systems.*
- *Disseminate information on enrollment policies and procedures.*

Student Accountant Representative
September 2017 – January 2023

- *Scanned and managed financial forms, ensuring accurate and timely filing for student accounts.*
- *Supported financial transactions for students by processing waivers, exemptions, and batch reconciliations.*
- *Key Achievement: Streamlined reconciliation processes, improving accuracy and reducing errors in transaction processing.*

Dollar General
Assistant Manager
July 2013 – March 2017

- *Oversaw daily operations, including employee supervision, cash reconciliation, and customer service management.*
- *Led inventory management efforts and contributed to operational efficiency by optimizing cash flow and minimizing discrepancies.*

Education

- ***University of Victoria Texas/Katy 2024-*** *Strategic master's in business administration*
- ***University of Victoria Texas/Katy 2023-*** *Bachelor of Business Administration, Finance*
- ***Houston Community College 2021-*** *Associate Degree in Business Administration*

Skills

Enrollment & Student Services:

- *Enrollment Processing | Admissions Support | Registration | Student Advising | Financial Aid Assistance*

Data & Compliance:

- *Data Entry | Record Auditing | FERPA | TSI Compliance | Document Management*

Finance & Operations:

- *Financial Reconciliation | Refund Processing | Student Accounts | Process Improvement*

Systems & Tools:

- *PeopleSoft | Student Information Systems (SIS) | MS Excel | Microsoft Office*

Professional Strengths:

- *Customer Service | Problem Solving | Communication | Multitasking | Attention to Detail*

Organization

UHV's Business Students Association (BSA)