

Shanelle Brewster

1722 E. 97th Street, Unit A, Kansas City, Missouri, 64131
816-616-5436 shabrewster@gmail.com

EDUCATION

Bachelor of Science in Business Administration ■ *International Business Concentration*
Alabama Agricultural and Mechanical University | Normal, AL | Graduated 2010

PROFESSIONAL WORK HISTORY

Kansas City University

Kansas City, MO

DIRECTOR OF STUDENT ACCOUNTS

2023-present

- ★ Oversee all billing, cash management, and collections activities
- ★ Finalized Workday Student Financials implementation for university
- ★ Responsible for federal draw and cash management of \$100 million annually federal direct loan and grant funds from G5 DOE grant system and monthly SAS reconciliation
- ★ Manages financial accounting and reporting for tuition billing and related accounts, including ensuring timely and accurate account reconciliations
- ★ Oversee and direct annual 1098-T reporting
- ★ Lead for Single Audit cash management
- ★ Manage and supervise employees who work with students to determine payment options and complete receivables month end reporting

STUDENT ACCOUNTS MANAGER

2021-2023

- ★ Lead for successful student account data transition from legacy to new student information system
- ★ Ensured student accounts office services remained operational for student population during transition
- ★ Responsible for planning, coordinating, and executing student account receivables, billing, payments, write offs, refunds, and collections

Rockhurst University (acquired Saint Luke's College in 2020)

Kansas City, MO

STUDENT ACCOUNTS MANAGER

2020-2021

- ★ Lead for successful student account data transition from legacy to new student information system
- ★ Ensured student accounts office services remained operational for student population during transition
- ★ Responsible for planning, coordinating, and executing student account receivables, billing, payments, write offs, refunds, and collections

Saint Luke's College of Health Sciences

Kansas City, MO

DIRECTOR OF BURSAR OPERATIONS/FACILITIES MANAGER

2017-2020

- ★ Responsible for operations planning, including expansion and renovation of campus
- ★ Responsible for directing campus maintenance, repairs, and improvements
- ★ Develop and manage \$400k college operations/facilities budget
- ★ Responsible for portions of capital budget and long-term master planning
- ★ Disburse federal financial aid funds while remaining compliant with Title IV regulations
- ★ Draw over \$6 million annually federal direct loan and grant funds from G5 DOE grant system and responsible for monthly SAS reconciliation
- ★ Manage and supervise employees to work with students to determine payment options, complete receivables month end reporting, manage online bookstore processes

BURSAR

2014-2017

- ★ Manage college student account operations and activities
- ★ Responsible for portions of federal financial reports and responding to A-133 audits
- ★ Establish and maintain policies, procedures, and internal controls for accounting and depositing of payments, monitoring receivables, and optimizing collections
- ★ Perform college-wide cashiering duties, including developing processes for cash collection
- ★ Manage online bookstore processes

References Available upon Request

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ADMISSIONS & BILLING COORDINATOR

2012-2014

- * Managed accounts payable activities for the institution
- * Facilitated prospect recruitment, application process, and enrollment procedures
- * Work with students to determine options to pay for tuition through loans, grants, scholarships, or personal income

Downtown KCK Shareholders

Kansas City, KS

SUPERVISOR

2011-2012

- * Monitored employee schedule, inventory, productivity, and day-to-day operations
- * Developed professional relationships with shareholders and collaborated to improve their interest
- * Responsible for resolving conflict, discipline, and guiding projects

COMMITTEES AND ORGANIZATIONS

NACUBO, National Association of College and University Business Officers, <i>Member</i>	2014-present
CACUBO, Central Association of College and University Business Officers, <i>Member</i>	2014-present
Banner Steering Committee, <i>Member</i>	2020-2021
Safety and Emergency Management Team, <i>Chair</i>	2017-2020
Compliance Committee, <i>Member</i>	2016-2020
College Operations Committee, <i>Secretary, Member</i>	2014-2018
Behavioral Intervention Team, <i>Member</i>	2015-2017
Student Affairs Committee, <i>Chair</i>	2014-16
Admissions Committee, <i>Chair</i>	2013-14, 2014-15

CONFERENCES AND TRAININGS

KCU Leadership Academy	2022-2023
NACUBO Student Financial Services Conference	2014, 2016, 2018, 2022
Husch Blackwell, Annual Higher Education Seminar	2018
APPA, Essentials of Facilities Management Seminar	2016
NaBITA, The National Behavioral Intervention Team Association Training	2015
Treasury Institute - PCI DSS Compliance Workshop	2015
CACUBO 2015 CACUBO Leadership Institute	2015

COMMUNITY INVOLVEMENT

Urban Financial Service Coalition, <i>Member and Volunteer</i>	2020-present
Toastmasters International	2020-present
<i>Immediate Past President</i>	2023-present
<i>President</i>	2022-2023
<i>Vice President, Membership</i>	2020-2022
20/20 Leadership	2017-present
<i>Board of Directors, Scholarship Committee Chair</i>	2022-present
<i>Scholarship Committee Member</i>	2017-2022
Castle on the Hill 5k, <i>Planning Committee</i>	2015-2018