

JESSICA CLAIRE

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Professional Summary

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

Skills

- Demonstrated knowledge of generally accepted accounting, fiscal and reporting principles.
- Ability to maintain independent judgment; strong organization and communication skills; and a customer service focus across broad and diverse subject areas.
- Thorough knowledge of applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, etc.
- Ability to perform complex financial analysis and customized reporting.
- Ability to manage significant volume of transactions.
- Strong writing skills in a variety of styles to draft persuasive text for a variety of audiences while ensuring adherence to funding sponsor's guidelines.
- Demonstrated competence in the use of spreadsheet and database software in financial analysis, fiscal management and financial reports (e.g., Excel, UCRFS, Totals, SuperDOPE).

Work History

Research Admin II, 03/2019 to Current

State Of Florida – Leesburg, FL

- Manages, coordinates, and facilitates CHASS contracts and grants pre-award responsibilities of advising, analysis, editing, budget preparation, and final eCAF preparation and submission of proposals with Principal Investigators and departmental staff.
- Maintains a large and fluid working knowledge of University and sponsors' proposal guidelines and requirements. Researches, interprets, and assists faculty and staff with relevant and adhering to RFPs for the successful submission of contract and grant proposals for federal, state, local, UC, and other private agencies and sponsors.
- Communicates and coordinates with co-investigators and staff from within the UC campuses and external partners to prepare and submit multi-institution proposals.
- Analyzes and evaluates contract and grant budgets for correct calculation of budget categories such as salaries, equipment, categories with no overhead, and indirect costs.
- Assists departments with awarded proposals, contracts, and subcontracts for compliance with funding agency, federal, state, and university requirements.
- Liaised between Principal Investigators, Research and Economic Development (RED) Office, and Departmental Staff to maintain effective lines of communication; provides guidance and counsel on a wide variety of highly complex research administration matters to principal investigators, departmental administrators and staff; and works with the RED team on budget revisions, subcontracts, and any other required supporting documents.
- Leads and organizes education and outreach activities to facilitate connections between staff and relevant contract and grant related matters.
- Independently performs financial analysis, monthly monitoring of all CHASS contracts and grants and assist staff with analysis and resolution of deficits.
- Prepares quarterly preparation of the CHP In (CHASS faculty proposal incentive) Program and process BEAs.
- Maintains and updates all CHASS' C&G database; reviews awards due to expire and consult with departmental analysts.
- Reviews 69993 payroll deficits and consult with departmental analysts to resolve in a timely manner.
- Provide oversight of proper close-out of contracts and grants; assist with rebudgeting as needed.
- Reviews PIWRS annual certification and ensure timely submission is completed; advise and consult staff on unresolved issues.
- Conduct C&G training for faculty, staff and students.
- Researches grant opportunities for the purpose of developing a diverse network of funding sources for faculty and have opportunities posted to CHASS website.
- Maintains and updates CHASS websites for C&G related matters.

Research Admin II, 03/2018 to 03/2019

UCR, Psychology Dept. – City, STATE

- Guides and facilitates faculty with pre-award activities such as the development and preparation of research proposals, contracts and sub-contracts, to include budgets, proposal documentations, and interpretation of funding requirements.
- Serves as a liaison between principal investigators and research and economic development (RED) in the preparation and submission of research proposals to various funding agencies, budget revisions, subcontracts, and any other required supporting documents.
- Communicates and coordinates with co-investigators and staff from within the UC campuses and external partners to prepare and submit multi-institution proposals.
- Maintains current and detailed knowledge for agencies and sponsors used by investigators, including but not limited to research compliance regulations including but not limited to Uniform Guidance.
- Works with principal investigators to develop and monitor project/grant spending plans, including staff planning with monthly payroll auditing, deficit analysis and advising on internal and external policies and procedures. Provides investigators with monthly financial reports.
- Performs high-level budget analysis; reviews expenses for appropriateness, maintaining strong internal controls and conformance to agency guidelines; consults with principal investigators of issues (e.g., deficits, unallowable costs) and prepare various costs transfers with approval of the principal investigator.
- Assists principal investigators in preparing necessary progress reports, financial status reports and close out reports. Close grant accounts promptly upon expiration.
- Effectively responds to changing needs for financial reports and ad hoc information for Principal Investigators, Department Chair, and administration.
- Coordinates with principal investigators to perform timely annual payroll certification and resolve issues promptly; review personnel effort commitments and ensure that effort has been recorded accurately.
- Knowledge of personnel policies and procedures to assist investigators with hiring decisions and provide expert personnel appointment advice; work with HR and/or Harvest for recruitment and hiring; submit employment paperwork and follow-up as necessary.

Administrative Assistant III, 05/2012 to 03/2018

UCR, Agricultural Operations Dept – City, STATE

- Reviewed and reconciled general ledgers; research items as needed to clarify and verify; reviewed appropriateness of expenditures, reasonability, allocability, and identify inconsistencies. Resolved issues, verify validity of funding source and resolved discrepancies with campus departments as needed.
- Reviewed PIWRS on a monthly basis to assure totals are accurate for principal investigators to approve and certify.
- Prepare monthly comprehensive financial reports including projections for Principal Investigators/Management and ad hoc reports to prepare for close outs or changes in scope.
- Independently responsible for tracking and reconciling expenses for extramural and other fund sources and preparing FCT, NCT and BEA as necessary; supports the Department Chair on reporting requirements to close out awards.
- Processed over 300 recharges to various CNAS departments and intercampus requests on a monthly basis, utilizing the various campuses on-line recharge applications.
- Collected complex data from multiple sources for a variety of reporting activities, analyze and organize information in a clear, comprehensive format. Supported with data record management for the department in accordance with UC policies.
- Responsible for billing of Sales and Services hours, maintain contact with various department FOM, FAO, analyst for current fund information, and retrieving the information from database; updated work orders and activity spreadsheets to prepare for billings.
- Provided Sales and Service calculations and tracking, reconcile revenue and expenses on a monthly basis to ensure accuracy, review for potential overdraft issues, and history for annual review of Sales and Service. Prepared annual sales and service expenditures reports by reviewing salary and benefits, supplies and materials and other services expenses.
- Responsible for annual fiscal closing of all fund sources ensuring that all funds are reconciled, balanced, and/or expended; review all department preliminary ledgers to identify discrepancies and initiate necessary actions; adhere to UC fiscal closing requirements as well as agency specific guidelines.
- Prepared pre-awards for submission; monitored and managed post-awards in accordance with agency-specific terms and conditions, University policy and procedures, and in conjunction with the University Business and Finance Bulletins.
- Prepared and established BEAs via the PAMIS system, according to the budget, review expenditures and agreement awards.
- Implements and monitors systems of checks and balances consistent with standard accounting practices.
- Reviewed and reconciles Purchase Orders to ensure charges are posted to correct FAU; reviews encumbrance reports and determine release of encumbrances or need for change orders.
- Responsible for the coordination, documentation, and completion of annual departmental equipment inventory with supervisors at two ranches; assist with inter-ranch utilization of equipment.
- Prepares and completes on-line paperwork and forms such as Equipment Inventory Modification Requests (EIMRs) to report any changes to the department active inventory (disposal, transfer, loans, stolen etc.) to the Equipment Management Office utilizing the on-line AMS system.
- Performs various HR and Payroll functions such as monitoring benefits and leave, conduct salary and benefits analysis and produce reports, pre-approve payroll and ensure time is coded to appropriate distributions for tracking of sales and service expenses.

Administrative Services Analyst II, 02/2010 to 05/2012

County Of Riverside, Community Health Agency – City, STATE

- Coordinated and conducted studies of administrative, operational facilities management activities including fiscal operations, budget preparation and control, equipment usage, staffing patterns, work flow and space utilization.
- Ensured budget needs were justifiable and related to program objectives and priorities.
- Developed and prepared operational and statistical reports for management review and made recommendations for appropriate action based on the analysis of gathered data.
- Reviewed financial data on an on-going basis to ensure conformance with established guidelines; provided recommendations for the transfer of funds.
- Ensured contractual protection and compliance through accurate language interpretation.
- Assisted with reviewing various types of contracts – including bids, RFPs, amendments, and addendums.
- Researched grant funding opportunities announcements via Grants.Gov; worked as a member of the department's administrative team in fiscal issues and compliance with regulatory requirements to ensure fiscal integrity of all contracts and grants per appropriate Federal, State, and County regulations.
- Reviewed and analyzed the financial impact of sponsored research proposals involving contracts, grants, subcontracts and other agreements.
- Analyzed changes in regulations and their effect on cost reimbursements and financial operations and brings to the attention of contracts and grants department personnel.
- Established contract forms and procedures; monitored adherence to contract terms; maintained expenses to ensure spending is within the approved contract amount.
- Gathered payroll data on a bi-weekly basis and allocate appropriate service and labor charges to departments and grants resulting in a savings for Agency wide.
- Reviewed and monitored all service and revenue contracts and purchase orders for expenditures.
- Approve of high dollar items that are associated with contracts and grants before purchase.
- Developed and monitored contracts and grants survey submissions to Management for monthly review.
- Implemented and monitored systems of checks and balances consistent with standard accounting practices.
- Balanced multiple tasks within deadline-driven atmospheres while providing top-level interpersonal skills and maintaining strict attention to detail.

Education

High School Diploma

James Madison H.S.