

# Shilly Riser

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## PROFESSIONAL SUMMARY

Accomplished research administration professional with over a decade of experience supporting academic institutions in post-award management. Proven record of process optimization, budget management, federal compliance, and administrative system implementation. Adept at navigating high-volume, complex funding portfolios and collaborating across departments to deliver exceptional service to principal investigators and university stakeholders. I am currently seeking to contribute my expertise in a dynamic environment.

- Administrative Operations Management
- Cross departmental collaboration
- Accounts Payable / Receivable
- Financial Reporting & Analysis
- Process Optimization
- Budgeting & Forecasting
- Project Implementation
- Post-Award Administration
- Team supervision & Leadership

## PROFESSIONAL EXPERIENCE

**RICE UNIVERSITY**, Houston, TX

Feb 2025 – present

### *Senior Research Administrator*

- Manage all funds including university, gifts, and research funds. Provides deep and independent analytical and financial support in post award research administration. This should be provided both personally, and through the line management of two administrative operations specialists.
- Serves as liaison with OSP, RCA, OTT, internal audit, funding agencies and organizations, subcontractors, institutes, centers and other departments. Provide event support requested by stakeholders.
- Reviews, tracks, monitors, and approves expenditures, including high-value/high-risk expenditures and cost-sharing commitments. Meet Principal Investigators on regular basis for financial updates.
- Manages and supervises staff workflow, professional development including events and logistical support for stakeholders.

March 2023 – Jan 2025

### *Research Administrator*

- Provides excellent pre and post award support for designated customer centers and institutes. Provide event support requested by stakeholders.
- Strategic focus to maintain and build the breadth and depth of skills across the team and its customers through a constant iterative process of training and conscious review.
- Collaborate with other IRSO colleagues who are systematically analyzing research administration-related data for the purpose of developing improved process efficiency, developing new reporting tools, and generating bespoke forecasting options to meet customer needs Enterprise Resource Planning (ERP): Oracle NetSuite.

**UNIVERSITY OF HOUSTON DOWNTOWN**, Houston, TX

April 2022 – Aug 2022

### *Assistant Director, Post-Award Services*

- Set up budgets for new awards and submit agency financial and progress reports, as required by the agency.
- Monitored awards to ensure compliance with rules and regulations, including, but not limited to, accounts receivable, invoicing, cash drawdown, expenditures, financial reporting, cost-sharing documentation, cost transfers, voucher approvals, extensions, no-cost extensions, close-out, indirect costs, sub-recipient monitoring, and annual audit requirements. Enterprise Resource Planning (ERP): PeopleSoft.
- Provided financial and regulatory guidance to principal investigators, faculty, and departmental and college staff; assisted with questions regarding expenditures and budgetary projections, sponsored project requirements, and university/agency fiscal policies and procedures; provided financial data or reports, as requested.
- Participated in implementing training programs and prepared training materials for faculty and staff. Developed and/or recommended processes and procedures to maximize workflow efficiency.

**UNIVERSITY OF IDAHO, Moscow, ID**

Sep 2019 – Sep 2020

***Fiscal Operations Manager – College of Natural Resources***

- Implemented a paperless process that allowed employees to continue working from home during Covid-19.
- Led the implementation of a ticketing system to modernize the hiring process in the college. ERP: Banner
- Ensured effective and adequate use of financial resources, including compliance requirements for a variety of funding by federal, state, and private sources; participated in organizational management, and policy decisions regarding fiscal processes; participated as a team member with financial specialists in the college; supervised the financial staff and served as the liaison with the university administration for fiscal issues. Three employees supervised.

**RICE UNIVERSITY, Houston, TX**

July 2018 – Feb 2019

***Research Administrator – Mechanical Engineering Department***

- Provided advice to Principal Investigators (PI) on proposal preparation and on administrative support functions requests; formulated and implemented budgets and allocated all charges in collaboration with faculty members.
- Ensured purchase process status by establishing and implementing an online procurement log and improved the digital archive to match the hard copies. ERP: Banner by Ellucian.
- Carried out detailed data analysis to determine and fulfill needs for online payroll reallocations.
- Fulfilled grant administration responsibilities following applicable rules, regulations, and policies by analyzing financial data and improving procedures.

**WASHINGTON STATE UNIVERSITY, Pullman, WA**

Feb 2017 – Feb 2018

***Accounting Manager – Sponsored Programs Services***

- Rendered active support and direction to staff members to guarantee adherence to defined administrative and fiscal policies of the state, university, and many sponsoring agencies.
- Administered and controlled a team of seven accountants and supervised activities related to A/R, collection processes, and post-award grant management.
- Built an effective communication network and offered practical training that enhanced employee morale and created a productive and performance-driven team to achieve set objectives.

**RICE UNIVERSITY, Houston, TX**

Aug 2014 – Jan 2017

***Research Accountant – Controller's Office***

- Applied best practices and procedures to ensure post-award grant administration of funding agencies, including NIH, NASA, and private corporations. ERP: Banner by Ellucian.
- Managed approximately \$100M in externally funded grants, contracts, and subcontracts on the private and federal levels. Monitored and controlled expenditures and took the initiative to address transactional inquiries professionally.
- Planned and executed surveys to identify roadblocks and recommended solutions as a member of the Process Improvement Committee. Supported supervisor in formulating a strategic plan and simplifying operating procedures for the department.

**TEXAS RENEWABLE ENERGY, Houston, TX**

Oct 2013 – Jul 2014

***Financial Manager***

**UTHEALTH (University of Texas), Houston, TX**

Feb 2007 – June 2013

***Administrative Director - LBJ Hospital, Office of the Chief of Staff, (Jan–Jun 2013)***

***Accountant II - Children's Learning Institute (May 2009-Dec 2012)***

***Administrative Assistant-Office of Communications at the Medical School (Feb 2007-Apr 2009)***

**NATIONAL UNIVERSITY OF THE PERUVIAN AMAZONIA, Iquitos, Peru**

1993 – Oct 2004

***Accounts Payable Manager– Treasurer's Office (2002-2004)***

***Accounts Receivables Manager– Treasurer's Office (1999-2002)***

***Secretary – President's Office (1997-1998)***

***Administrative Technician III – Academic Vice President's Office (1993-1996)***

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## OTHER EXPERIENCE

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<b>GOOGLE</b> – Online 9 courses Pursuing Google Data Analytics Professional Certificate	(In progress)
<b>SHECODES PLUS</b> - Online Student, App developer	(Oct – Dec 2022)
<b>RICE UNIVERSITY</b> - Houston TX Assistant to Faculty	(Jan - June 2022)
<b>H&amp;R BLOCK</b> - Houston TX Associate Team Leader – Seasonal Position	(Nov-Dec 2021)
<b>COALITION FOR HOMELESS</b> , Houston, TX Accounting and Billing Associate – Temporary Position	(Aug-Sep 2021)
<b>EARTHSHIP BIOTECHTURE</b> – Taos, NM Student – Earthships construction	(Feb-Mar 2021)
<b>HABITAT FOR HUMANITY</b> – Moscow, ID Volunteer – Built house for homeless families	(Oct-Dec 2020)

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## EDUCATION & CREDENTIALS

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**Master's degree in strategic business administration (MBA)** | **CENTRUM**, The Pontifical Catholic University of Peru  
**Licentiate in Administration** | **FCACENIT**, National University of the Peruvian Amazon  
**Bachelor's degree in business administration** | **FCACENIT**, National University of the Peruvian Amazon

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## CERTIFICATIONS & TRAINING

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Data Analytics Courses 1-6, **Google** | Data Analysis, **Rice University** | Minitab (Statistical software), **LinkedIn PMI**  
Faculty Responsible Conduct of Research, **Citi** | Six Sigma Green Belt Course, **LinkedIn PMI**  
Foundations Data Analytics, **Google** | Power BI Desktop, **Coursera**  
Coding (Website developer), **SHECODES** | Data Studio, **Google** | Tax Pro, **H&R Block**  
Project Management Foundations, **LinkedIn PMI**