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PROFESSIONAL EXPERIENCE

UNIVERSITY OF TEXAS ATHLETICS

ABOUT

The University of Texas Athletics Department is one of the nation's premier collegiate athletic programs. It oversees seventeen competitive teams, supports over 550 student-athletes, and generates over \$300 million in annual revenue. Texas Athletics is recognized for its operational scale, disciplined financial management, and proven ability to manage complex business functions at an elite level within the NCAA Division I landscape.

POSITIONS

FINANCE SENIOR STUDENT ASSOCIATE, BUSINESS OFFICE

June 2025 – Present

FINANCE STUDENT ASSOCIATE, BUSINESS OFFICE

May 2024 – May 2025

ROLE OVERVIEW

Manages financial operations in a high-volume, multi-system environment by processing payment vouchers for ticket and foundation deposits, tracking athletics trade sponsorships, and supporting accounting and budget reconciliations. Oversees inventory asset management for multi-million-dollar portfolios, manages camp refund issuance, and assists with payment processing for major events such as Texas Relays. Ensures transactional accuracy and compliance through detailed data reconciliation and audit-ready documentation. Drives process improvements through automation and collaborates with cross-functional teams to resolve discrepancies. This role demands precision, analytical skills, and the ability to manage complex financial data under tight deadlines.

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PAYMENT VOUCHERS

DESCRIPTION:

Executed the full process of creating daily ticket and foundation deposit payment vouchers, handling up to 28 reports weekly (7 days × 4 reports for online and in-person deposits for both tickets and foundation), including multiple days with deposits exceeding \$1 million, representing approximately \$40 million in deposits. Ran automated batch reports through Paciolan-Equerry within a defined date range, exporting data to Excel CSVs, and importing results into the Athletics Accounting System. Performed batch captures in Global Pay for both online and in-person transactions, then verified and reconciled data across Paciolan, Global Pay, and the UT *DEFINE financial management system to ensure accuracy. *DEFINE submissions provided backup documentation for Global Pay reports and allowed finalized information to be properly recorded in the Athletics Accounting System. Investigated and resolved discrepancies when numbers failed to align, coordinating with the Finance team as needed to maintain precise records. Occasionally created payment vouchers for other transactions, including ticket office checks and official visits, expanding support across the department.

TOP SKILLS & COMPETENCIES:

- Multi-system data reconciliation and validation
- Process management and time efficiency under recurring deadlines
- Financial reporting accuracy
- Problem-solving to resolve transaction discrepancies
- Collaboration with the finance team

SOFTWARE & TOOLS USED:

- Paciolan Equerry (batch report generation)
- Global Pay (online and in-person batch captures)
- UT *DEFINE financial management system (backup documentation for Global Pay reports)
- Microsoft Excel (data analysis and report exports)

ATHLETICS TRADE

DESCRIPTION:

Tracked and maintained over 215 in-kind trade sponsorship transactions valued at approximately \$500,000 with partners such as Gatorade, Muscle Milk, Community Coffee, Taco Shack, Tiff's Treats, Rudy's Bar-B-Q, and Texas Disposal Systems. Logged transactions into Smartsheet with comprehensive backup documentation (primarily receipts) to ensure audit readiness and accurate reporting. Later transitioned all data into a centralized Master Trade Tracker in Excel to streamline reporting and provide greater visibility into trade partnerships.

TOP SKILLS & COMPETENCIES:

- Data organization and tracking
- Accuracy and attention to detail
- Documentation and audit readiness
- Excel and database management
- Process improvement and system transition

SOFTWARE & TOOLS USED:

- Smartsheet (initial logging system)
- Microsoft Excel (Master Trade Tracker)
- Texas Athletics internal file management systems (backup documentation)

ACCOUNTING & BUDGET RECONCILIATION

DESCRIPTION:

Assisted in multiple facets of the reconciliation process within Texas Athletics' finance operations, supporting the reconciliation of season ticket closeouts for seventeen sports teams across their respective regular seasons and playoffs when applicable. Ran detailed reconciliation reports at the end of each month, comparing ticket sales data from Paciolan against accounting records in *DEFINE using a pre-existing macro-enabled Excel workbook. Verified flagged discrepancies and reviewed over 950 transactions to ensure accurate revenue recognition and account coding. Reconciled over 100 individual transactions involving payments and charges on student-athlete accounts, including purchases at the Texas Athletics Nutritional Center and Behavioral Health services, ensuring outstanding balances were accurately recorded and payments properly applied within the *DEFINE system to maintain precise financial records. Additionally, contributed to maintaining the accuracy of the accounting system through more than 600 code updates within *DEFINE, receiving Excel files from the finance team outlining required changes and updating account and department codes accordingly. These updates corrected misclassifications and resolved discrepancies identified during the reconciliation process, enhancing the overall quality and reliability of financial reporting.

TOP SKILLS & COMPETENCIES:

- Financial reconciliation and month-end close support
- Data accuracy and discrepancy resolution
- Transaction and account record management
- Accounting system maintenance and updates
- Structured financial workflow management

SOFTWARE & TOOLS USED:

- UT *DEFINE financial management system (account coding updates, transaction reconciliation, financial data management)
- Microsoft Excel (macro-enabled workbooks, reporting, data analysis)
- Paciolan (ticket sales data)

INVENTORY ASSET MANAGEMENT

DESCRIPTION:

Assisted in inventory audits and management for Texas Athletics, covering over 3,000 assets valued at approximately \$7,100,000, with an original cost basis of \$18,100,000, including furniture, equipment, and memorabilia across multiple athletics facilities. Utilized official inventory reports produced by the university's accounting system as the foundation for Texas Athletics' annual inventory audit. Developed a macro to automatically split the comprehensive inventory spreadsheet into separate files for more than 30 departments, enabling each department to track, locate, and report missing or found inventory items back to the Texas Athletics Business Office. Created an Excel function to consolidate missing and found item statuses from each of the 30 department sheets, automatically updating the master asset list to provide a comprehensive overview of inventory discrepancies. Followed up on department reports and physically assisted in locating and tagging inventory items, tagging more than 150 assets across facilities. Maintained and updated internal equipment databases and prepared new summary reports reflecting updated audit results. Facilitated the removal of salvaged assets from the Texas Athletics inventory list using the UT CCart system, generating over 200 work orders to schedule surplus item pickups.

TOP SKILLS & COMPETENCIES:

- Inventory audits and asset management
- Excel data transformation and automation
- Database updates and summary reporting
- Department-level inventory tracking and coordination
- Surplus asset management and disposal

SOFTWARE & TOOLS USED:

- Microsoft Excel (data transformation, asset tracking, cross-sheet consolidation, macro automation, reporting)
- UT CCart system (surplus transfers and asset removal)

CAMP REFUNDS

DESCRIPTION:

Managed the end-to-end process of issuing over 2,500 refunds totaling more than \$700,000 for multiple UT Athletics summer sports camps, including Beach Volleyball, Rowing, Softball, Women's Golf, Volleyball, Tennis, Soccer, Swimming, Diving, Women's Basketball, Cheerleading, Sports Medicine, Men's Golf, Football, Track and Field, Strength/Performance, Baseball, and Men's Basketball. Processed refund requests submitted via Smartsheet, ensuring accurate cross-referencing of payment information. Issued refunds through the Ideal Logic system, navigating an 11-step internal process to complete each refund. In cases where Ideal Logic failed, handled manual refund payments by submitting vendor requests and issuing checks using the UT *DEFINE financial management system, ensuring timely and accurate reimbursement to camp participants.

TOP SKILLS & COMPETENCIES:

- Payment reconciliation and refund processing
- Attention to detail and accuracy
- Cross-platform data management
- Problem-solving under system failure scenarios
- Communication with camp managers and the finance team

SOFTWARE & TOOLS USED:

- Smartsheet (payment and refund tracking)
- Ideal Logic (refund issuance system)
- UT *DEFINE financial management system (vendor requests and check issuance)

TEXAS RELAYS

DESCRIPTION:

Contributed to multiple facets of this premier track and field event for two years. In 2024, assisted in reconciling over 200 payment transactions totaling more than \$30,000 from high school and college teams, ensuring athlete and coach wristband payments matched invoiced charges. Verified split payments for boys and girls teams within schools through detailed Excel analysis. In 2025, assisted in preparing and distributing event materials for high school, college, and professional teams over multiple days. Processed credit card, check, and cash payments totaling approximately \$100,000 for event participation, managing payments before, during, and after the event. Scanned receipts post-event to provide organized backup documentation for financial verification.

TOP SKILLS & COMPETENCIES:

- Payment reconciliation and verification
- Event logistics and support
- Multi-method payment processing
- Documentation management and audit support
- Excel data analysis and transaction tracking

SOFTWARE & TOOLS USED:

- Microsoft Excel (transaction tracking and reporting)
- Texas Athletics internal payment and invoicing systems
- Point of Sale payment processing systems