

Sherri Tankersley
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Highlights:

- 3 Years as a Contract and Grants Administrator at Veterans Medical Research Foundation
- 11 years as a SRA Grant Administrator at SDSU Research Foundation
- Responsible and focused problem-solver
- Efficient, detail-oriented professional with a record of leadership in building a dynamic team environment
- Experienced developer and interpreter of terms and conditions for grants and contracts
- Excellent networking skills applied both within the organization and with external agencies
- Adept with financial reporting, analysis and projection
- Focused on providing professional client service to faculty, staff and external agencies

Work Experience:

Pre/Post Contract & Grant Admin. (Veterans Medical Research Fdn). (10/09-09/12)

- Responsible for the analysis, review and submission of new grant and contract proposals to several different agencies including: NIH, DOD, AHA, and several other industry sponsored programs
- Responsible for the analysis and project initiation function for all incoming grants and contracts assigned, including monitoring the allowability of costs on a daily basis
- Prepare detailed financial projections of program costs during the term of the award
- Successfully negotiate a wide range of sponsor needs, policies and procedures
- Review and approve various forms of invoicing and financial reporting
- Prepare financial status report for submission to the sponsor agencies
- Review progress reports for completeness and accuracy prior to submission
- Initiate close out activity on all grants and contracts assigned

Post Award Administrator (I & II) Sponsored Research, SDSU Research Fdn. (07/00-10/09)

- Responsible for the analysis and project initiation function for all incoming grants and contracts assigned, including monitoring the allowability of costs on a daily basis
- Primary liaison between PI's, project staff and other SDSU Research Foundation Departments
- Prepare detailed projections including Faculty overload and Reimbursed Time calculations
- Interface with other departments to facilitate project activities and/or needs

- Prepare detailed financial projections of program costs during the term of the award
- Negotiate a wide range of sponsor needs, policies and procedures
- Review and approve various forms of invoicing and financial reporting forms prepared by the Finance & Accounting department
- Initiate close out activity on all grants and contracts assigned

Assistant Administrator, Sponsored Research, SDSU Research Fdn. (11/98-07/00)

- Responsible for daily processing of expenses for three Administrators
- Prepared subcontracts for external agencies
- Prepare budget adjustments and financial projections
- Initiate communication with sponsoring agencies regarding request for no-cost extensions
- Secondary liaison between Administrators, PI's and project staff

Additional Training

- NCURA; Fundamental, Sponsored Project Administration – Levels I & II
- Contracting/Subcontracting under the FAR
- Fundamentals of Finance & Accounting for Non-financial Managers
- Society of Research Administration continuing education
- ONR Grant & Contract Administration
- NSF Update and Costs Sharing
- Supervisory Skills Training
- .6 CEU/8.0 CPE –(Management Concepts) Federal Grants Update 2010
- .6 CEU/8.0 CPE –(Rockhurst University Continuing Education Center) How to Handle Difficult People.

Computer Experience

Proficient with:

Microsoft Office
Outlook
PI Profile
Banner
Access
Financial Edge
Adobe Acrobat
Knowledge Web

Working Knowledge of:

PowerPoint
Photoshop.