Chelsea Conley

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EDUCATION

University of Missouri (Columbia, Missouri)

Master of Library and Information Science
Expected Graduation Date: May 2024 Current GPA 3.582

Society of Research Administrators International
Certificate in Financial Management
Completion Date: February 2023

University of Missouri Kansas City (Kansas City, Missouri)
Master of Science in Accounting
Graduation Date: December 2018 GPA 3.485

University of Missouri (Columbia, Missouri)

Bachelor of Science in Business Administration, Double emphasis in Real Estate and Finance and Banking
Graduation Date: July 2013 GPA 3.636

WORK EXPERIENCE

Johns Hopkins University *October 2023–Current*

Grants and Contracts Analyst: **Johns Hopkins University** : *October 2023 – Current*
- Review and monitor expenses charged to assigned grant accounts in accordance with the budget approved by the funding agency and their guidelines.
- Approve expenses in Concur from sponsored funds.
- Coordinate personnel and purchasing activities with the PI
- Software used: Fibi, Concur, Microsoft SharePoint, and Microsoft Office

State of Kansas *June 2019 – October 2023*

Grant Administrator : **University of Kansas Medical Center** : *February 2022 – October 2023*
- Review budget and budget justifications for accuracy, clarity, and allowability
- Complete and assist with training for award modification requests.
- Assist with the development of internal spreadsheets for teamwork management.
- Provide one on one and small group training for Huron Grants software.
- Create job aids for Huron Grants software for use across campus.
- Software used: Workday, Huron Research Suite, Microsoft SharePoint, and Microsoft Office

Grant Coordinator : **University of Kansas** : *February 2021 - February 2022*
- Maintain accounting records for all awards within assigned portfolio.
- Prepare funding scenarios and conduct expenditure forecasting for award management
- Ensure payroll deadlines are consistently met
- Software used: Financials in the Cloud, Concur, Oracle Analytics Cloud, Oracle HCM, and Microsoft Office

Accounting Specialist : **University of Kansas**: *June 2019 - February 2021*
- Reconcile P-Cards
- Process check requests for Edwards Campus Facilities and Office of Research invoices
- Review and submit purchase requisitions
- Software used: FITC, Concur, Oracle Analytics Cloud, and Microsoft Office

Mid-Continent Public Library (MCPL) *September 2013 – June 2021*

Technology Specialist : **MCPL** *June 2019 - June 2021*
- Promoted within company because of demonstrated technology skills.
- Assist customers with technology-related questions and issues
- Provide one to one technology training
- Respond to reference questions
- Bill customers for lost items and printing
- Process refunds
- Perform circulation duties for customers, including check out and discharge of materials, collecting payment for fines and bills, updating customer account information, and issuing library cards
- Software used: SirsiDynix Symphony WorkFlows, OCLC WorldCat, Bibliocommons BiblioCore and Microsoft Office

Customer Service Associate I : **MCPL** *December 2013 - June 2019*
- Promoted within company because of demonstrated customer service skills.
- Perform circulation duties for customers, including check out and discharge of materials, collecting payment for fines and bills, updating customer account information, and issuing library cards
- Assist customers with the catalog and online resources
- Respond to reference questions
- Complete various special projects
  - Periodical processing and shelving
  - Collection maintenance
  - Missouri Author Project Judge
  - Early Literacy Fair Technology presenter
  - Time management presentation at a staff meting
  - Create display promotional material
  - Story Center/EBM assistant
  - Conduct individual technology training for staff
  - Senior Living Outreach
- Software used: SirsiDynix Symphony WorkFlows, WorldCat, Bibliocommons BiblioCore and Microsoft Office

Page : **MCPL** *September 2013 - December 2013*
- Shelve books
- Daily shelf reading
- Help customers find physical library resources