

Fatemeh (Sara) Brizendine
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WORK EXPERIENCE

Budget Analyst (December 2019 to present)

University of California, Davis, Department of Plant Sciences

- Use analytical skills to create rates for services and maintain rate expense and income accounts
- Submit and track additional compensation requests for all department PIs, and student appointments for assigned PIs
- Maintain awards via general ledgers and spreadsheets to ensure proper expenses are charged to each fund in accordance with policies
- Submit grant proposals to and maintain awards from CDFA, USDA, NSF, etc.

Contracts and Grants Manager (April 2017 to December 2019)

University of California, Division of Agriculture and Natural Resources, Nutrition Policy Institute (NPI)

- Use analytical skills to create rate for project space/rent, and process the billing each month
- Submit grant proposals to and maintain awards from NIH, CDFA, USDA, Kaiser Permanente, and other federal, state, and private sponsors
- Maintain payroll spreadsheet to manage personnel effort amongst multiple projects, and balance staffing list
- Maintain general ledgers to ensure proper expenses are charged to each fund in accordance with UC and sponsor policies
- Liaise with multiple offices internally and externally for audits on sponsored awards
- Maintain department accounts, and serve as a resource for purchasing, accounts payable, payroll, and travel questions/scenarios for NPI's Administrative/Operations team during the vacancy of the Chief Business Officer position

Budget Analyst (August 2014 to March 2017)

University of California, Davis, Department of Plant Sciences

- Use analytical skills to create rates for services and maintain rate expense and income accounts
- Submit grant proposals to and maintain awards from USAID, CDFA, USDA, NSF, etc.
- Maintain detailed budgets and create financial reports for USAID-funded project with international centers
- Work with international sub-awardees and collaborators to maintain budgets and comply with federal policies
- Maintain general ledgers to ensure proper expenses are charged to each fund in accordance with policies
- Serve on campus committees for new systems such as AggieBuy

Lead Contracts and Grants Specialist (October 2013 to August 2014)

University of California, Davis, Department of Plant Sciences

- Review and create budgets for contract and grant proposals, and submit grant applications to sponsors such as NSF, CDFA, USAID, USDA, etc.
- Maintain faculty funds, including federal, state, and gift accounts
- Maintain general ledgers to ensure proper expenses are charged to each fund in accordance with policies

Purchasing/Accounts Payable Specialist (January 2012 to October 2013)

University of California, Davis, Department of Plant Sciences

- Process vendor and freight invoices, phone invoice, and employee reimbursements using online financial system
- Process purchase orders and repair orders
- Reconcile purchases made with department procurement card
- Process returns of damaged and incorrect supplies and equipment for various vendors
- Maintain equipment inventory, Bookstore accounts, parking permits, and copy cards
- Process travel reimbursements, entertainment expenses, and pre-trip advances using online MyTravel system

Student Assistant (October 2008 to January 2012)

University of California, Davis, Department of Plant Sciences

- Process purchase and repair orders, shipment and vendor invoices, phone invoices, and employee reimbursements
- Filed purchase orders, requisitions, direct charges, supply and travel reimbursements, and accounting documents
- Sort mail and receive packages

P.O.S. Associate (August 2007 to September 2008)

KOHL'S Department Store, Pleasanton, CA

- Processed customer transactions at the cash register and returns of merchandise in Customer Services
- Scheduled breaks and relieved fellow employees for breaks

EDUCATION

- Bachelor of Arts in Psychology, University of California, Davis, December 2011
- Master of Science in Human Resources, Capella University, March 2015