

Noam Fischhoff

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(412) 952-1283

Education

Carnegie Mellon University

BS in Business Administration (Finance concentration), May 2009

Graduated with University Honors

Work Experience

Allegheny County Department of Human Services

Fiscal Lead

October 2010-present

*Reviewed invoices for accuracy and processed them for payment

*Participated in contract planning and created fiscal documents for new contracts each fiscal year

*Managed relationships with assigned vendors; served as a liaison between vendors and DHS planners/program staff

Carnegie Mellon University, Department of Social and Decision Sciences

Research Assistant

September 2009-September 2010

*Conducted archival research in international relations and counterterrorism policy

Skills

Accounts payable, accruals, contract administration, customer care

Proficient in JD Edwards, Onbase, Excel, Word, PowerPoint, and Outlook

Volunteer Experience

Just Harvest

Assisted customers using food stamps or credit cards at farmers markets

Operation Safety Net

Served food and assisted clients at a homeless shelter

Audobon Society of Western Pennsylvania

Developed backyard into a Certified Backyard Habitat

Humane Animal Rescue of Pittsburgh

Fostered cats waiting for adoption