

SARAH DOAN

PROFESSIONAL EXPERIENCE

STANFORD UNIVERSITY • Stanford, CA

Accountant 2

Dec 2018 - Present

- Manage 180+ active research portfolios from various sources with award amounts up to eight figures
- Assist with onboarding of new hires—training sessions, provide guidance and support, documentation
- Help mentor 3 college interns during year long internship program
- Review and sign financial reports for Accountant 1's
- MentorsU – serve as a mentor and mentee in 6-month talent development program for career growth

Accountant 1

Apr 2017 - Nov 2018

- Ensured compliances of research projects by performing audits and reconciling financial data
- Prepared interim and final financial reports after review of expenditures in compliance with sponsors' T&C
- Proactively identified process improvements and guides implementation to create a streamline process
- Served as a subject matter expert on grant and accounting procedures
- Translated legal contracts for financial terms and conditions into layman's terms

CROWDSTAR • Burlingame, CA

Feb 2014 - Dec 2015

Marketing Analyst - 2015

Marketing Associate - 2014 - 2015

- Implemented a targeting strategy which resulted in a 12% increase in company revenue
- Improved Facebook Ads process by 66% using bulk editor, API, User Segments, and App Events
- Promoted to track and grow key performance Indicators (ROI, daily active users, yield, retention, etc.)
- Oversaw 30% user growth through A/B Testing
- Created analytic reports with Business Intelligence team to identify trends in user data

CHECK POINT SOFTWARE • San Carlos, CA

Jul 2013 - Dec 2013

Field Marketing Intern

PROJECTS

MARKETING, SMALL BUSINESS

Mar 2017 - Present

Marketing Consultant for Hair Salon

- Design, create, and manage [website](#) using GitHub Pages, Google Domains and Analytics
- Manage social media pages and design marketing visuals

WORKAWAY • WWOOF

Jan 2016 - Feb 2017

Volunteer & Cultural Exchange

- Gap year: volunteer and work exchange in Asia ([profile](#))

EDUCATION

FOOTHILL COLLEGE

Expected Graduation 2020

A.A. Accounting (CPA education track)

UNIVERSITY OF CALIFORNIA, SAN DIEGO

2013

B.S. Management Science (Economics • Finance)

SKILLS

- Microsoft Excel: Strong Proficiency (e.g. macros, pivots, vlookup, charts, functions)
- **Accounting Tools:** Oracle Financials, Oracle Business Intelligence, SeRA, QuickBooks
- **Marketing Tools:** HTML, CSS, Facebook Ads, Tableau AdHoc Analysis, Salesforce