

SARAH DOAN

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EXPERIENCE

STANFORD UNIVERSITY

2017 - Present

Senior Research Accountant

- Manage a diverse portfolio of 35+ accounts with sponsors ranging from domestic to foreign, grants to contracts, and federal to non-federal; many accounts with over 30+ years of funding.
- Establish first documentation corpus of accounting and administrative procedures for department use.
- Design ad hoc reports to audit 250+ delinquent accounts and lead a team of accountants in resolving issues.
- Deliver monthly seminars for the Stanford administrative community as an expert on topics including reporting, financial closeouts, cost transfers, journal entries, and government training grants.
- Manage a team of four accountants, including performance assessment, career development, and training.
- Present complex monthly ad hoc expenditure and budget reconciliation reports to upper management.
- Lead university-wide workshops on diverse topics such as account setup, regulations, and closeouts.
- Drive new employee on-boarding in a team of 30+. Supervise and mentor new accountants and interns. Allocate projects and guide their execution.

Research Accountant 2

- Actively managed 180+ research portfolios across 20 departments, with award amounts over \$23M. Worked with finance managers to meet strict government agency deadlines and guidelines.
- Collaborated with financial analysts on monthly top-down reconciliation of \$100M+ in government funding.
- Responsible for various cross-functional projects that streamlined accountant throughput.

Research Accountant 1

- Monitored entire project lifecycle of awards from setup to closeout to ensure timely submission.
- Distilled large legal contracts into actionable financial terms and conditions. Supervised compliance by Principal Investigators (PIs) and financial managers.

WORKAWAY & WWOOF • Cultural Exchange

2016

- Contributed in the installation of various sustainable farming projects throughout Asia.

CROWDSTAR (Acquired by Glu) • Marketing Analyst

2014 - 2016

- Defined a targeting strategy for mobile game titles, which resulted in a 12% increase in company revenue.
- Automated Facebook Ads process by leveraging Bulk Editor, Facebook API, User Segments, and App Events. Decreased time required to implement a campaign by more than 66%.
- Tracked and drove the improvement of KPIs such as ROI, yield, and retention to align with company's goals.
- Implemented various A/B tests, which increased user engagement by 30% and drastically improved ROI.
- Analyzed BI reports to identify trends in user data and coordinated responses with the management team.

EDUCATION

UC SAN DIEGO • B.S. Management Science

2013

CPA LICENSE EXAMS

2021 (Expected)

LEADERSHIP

TALENT DEVELOPMENT PROGRAM, STANFORD UNIVERSITY

2019 - Present

MENTORSU, STANFORD UNIVERSITY

2018 - 2019

SKILLS

- MS Excel: Strong Proficiency (macros, pivots, vlookup, charts, functions, shortcuts)
 - MS Access, Oracle Financials, Oracle Business Intelligence, QuickBooks, GAAP, HTML, CSS
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