SARAH DOAN

PROFESSIONAL EXPERIENCE

STANFORD UNIVERSITY • Stanford, CA
Apr 2017 - Present
Research Accountant

- Manage over 180+ active portfolios from various sources with award amounts up to eight figures
- Mentor 3 interns by providing training sessions and guidance
- Analyze financial data and prepare reports to communicate findings to departments
- Ensures compliances of research projects by performing audits and reconciling financial data
- Proactively identifies process improvements and guides implementation to create a streamline process
- Serves as a subject matter expert on grant and accounting procedures
- Translate legal contracts for financial terms and conditions into layman's terms for department use

CROWDSTAR • Burlingame, CA
Feb 2014 - Dec 2015
Marketing Associate – Marketing Analyst

- 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

INTERNSHIPS

CHECK POINT SOFTWARE - Field Marketing Intern • San Carlos, CA   July 2013 - Dec 2013
XPONENTIAL GROWTH - Marketing Data Research Analyst • San Diego, CA   Nov 2012 - Feb 2013
BLUEPRINT WEALTH PARTNERS - Finance Intern • San Diego, CA   Oct 2012 - Jan 2013

INTERNATIONAL EXPERIENCE

WORKAWAY • WWOOF
Jan 2016 - Feb 2017
Volunteer & Cultural Exchange ([Profile](#))

- Meditation Center • Myanmar – Improved living conditions at center housing 1,500 residents
- Furusato Family Camp Ground • Japan – Maintained and repaired campground facilities
- Sunrise Farm • Nepal – Assisted with sustainable farming project: irrigation, composting
- 100 Flower Farm • South Korea – Planted, weeded, harvested, and packaged produce

PROJECTS

MARKETING, SMALL BUSINESS
Mar 2017 - Present
Marketing Consultant for Hair Salon

- Design, create, and manage happycutshair.com using GitHub Pages, Google Domains and Analytics
- Manage social media: Instagram, Facebook, Yelp, Google Business
- Design marketing visuals—business cards, price sheet, email campaigns, promotions, signage

EDUCATION

UNIVERSITY OF CALIFORNIA, SAN DIEGO
Mar 2013
B.S. Management Science (Economics • Finance)

SKILLS

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