

SARAH DOAN

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EXPERIENCE

STANFORD UNIVERSITY

Senior Research Accountant

2019 - Present

- Manage four accountants including hiring process, performance management, development, and training.
- Construct OBI ad hoc reports to analyze award backlog and implement strategy to clear 250+ award backlog.
- Lead training sessions as a resident expert on topics including reporting, financial closeouts, cost transfers, journal entries, and federal training grants. Present in monthly workshop as post award SME.
- Manage yearlong internship program leading to report automation, updating documentation, and 35% reduction of award backlog improving overall organizational throughput.
- Create detailed documentation of accounting and research administration procedures for department-wide use.

Research Accountant 2

2018 - 2019

- Actively managed 180+ research portfolios across 20 departments with award amounts up to eight figures, worked with finance managers to meet strict federal agency deadlines and guidelines.
- Collaborated with financial analysts on monthly/quarterly top-down reconciliation of \$100M+ in federal funding.
- Contributed to the training of seven new hires on a team of 30 accountants to provide consistent training and reduce length of onboarding time. Appointed as team-wide backup trainer.
- Executed cross-functional projects—testing of new systems and procedures, department outreach, provided training on financial tools—that improves productivity and understanding of post-award financials.
- Communicated with AR to collect outstanding payments and ensure timely submission of final invoices.

Research Accountant 1

2017 - 2018

- Audited, analyzed, and reconciled financial data to ensure compliance of research projects.
- Independently prepared timely interim and final financial reports, reviewing expenditures to meet sponsor's requirements; investigated and reconciled issues that arise during preparation of reports.
- Simplified legal contracts for financial terms and conditions into non-technical jargon for Principal Investigator and finance managers, which helped verify that research expenditures are compliant.
- Presented recommendations and provided feedback to finance managers based on expenditure analysis, which made financial close straightforward and resulted in earlier completion of reports.

WORKAWAY & WWOOF • Cultural Exchange

2016 - 2017

- Contributed in the installation of various sustainable farming projects throughout Asia.
- Collaborated with 100 volunteers to improve the living conditions of 1,500 Burmese residents.

CROWDSTAR • Marketing Analyst

2014 - 2015

- Implemented a targeting strategy, which resulted in a 12% increase in company revenue.
- Improved Facebook Ads process by 66% using Bulk Editor, Facebook API, User Segments, and App Events.
- Tracked and grew key performance indicators (ROI, active users, yield, retention) to align with company's goals.
- Oversaw 30% user growth through A/B Testing resulting in ad campaigns with higher ROI and lower costs.
- Created analytic reports with BI team to identify trends in user data. Reports were utilized by upper management to improve products and supplement market research.

LEADERSHIP

TALENT DEVELOPMENT PROGRAM, STANFORD UNIVERSITY

2019 - Present

Two-year program for Business Affairs staff to build future leaders for through development of internal talent.

MENTORSU, STANFORD UNIVERSITY

2019

Served as both a mentor and mentee in 6-month talent development program for career growth.

EDUCATION

FOOTHILL COLLEGE (Pursuing CPA license)

Expected 2020

UC SAN DIEGO • B.S. Management Science (Finance • Economics)

2013

SKILLS

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