

# SARAH DOAN

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## EXPERIENCE

### **STANFORD UNIVERSITY**

2017 - Present

#### **Senior 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 30+ years of funding.
- Lead new employee on-boarding in a team of 30+. Mentor new accountants and interns. Establish first collaborative documentation corpus of accounting and administrative procedures for department use.
- Design ad hoc reports to audit 250+ delinquent accounts. Guide a team of accountants in resolving issues and present complex monthly ad hoc budget reconciliation reports to upper management.
- Deliver monthly seminars and workshops for the Stanford administrative community as an expert on topics including reporting, financial closeouts, cost transfers, journal entries, regulations, and government grants.
- Manage a team of four accountants. Conduct performance assessments and guide career development. Allocate new projects and drive their execution. Resolve inter-team dependencies.

#### **Accountant**

- Actively managed 180+ accounts across 20 departments, with award amounts over \$23M.
- Collaborated with financial analysts on monthly top-down reconciliation of \$100M+ in government funding.
- Monitored entire lifecycle of 340+ accounts (120+ federal including NASA, NIH, NSF, and DOD). Ensured timely delivery of final financial reports and invoices to sponsors.
- Distilled large government agency contracts into actionable financial terms and conditions. Collaborated with PIs and financial managers to verify expenditures comply with identified restrictions.

### **WORKAWAY & WWOOF • Cultural Exchange**

2016

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

### **CROWDSTAR (Acquired by Glu) • Marketing Analyst**

2014 - 2016

- Designed strategies to maximize engagement of high-value players in mobile game titles, which improved KPIs such as yield and retention, and resulted in a 12% increase in company revenue.
- Increased game installs by more than 30% by A/B testing mobile app store content and social media ads.
- Automated Facebook Ads process by leveraging Bulk Editor, Facebook API, User Segments, and App Events. Decreased time required to enact a campaign by more than 66%.

## 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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