

SARAH DOAN

PROFESSIONAL EXPERIENCE

STANFORD UNIVERSITY • Stanford, CA

Research Accountant 2

Dec 2018 - Present

- Ensure compliance of research projects by performing audits, analysis, and reconciling financial data
- Manage 180+ active research portfolios from various sources with award amounts up to eight figures
- Execute cross-functional projects including Oracle BI reporting, documentation, systems testing
- Collaborate with Contract Grant Officers, Finance Managers, and Accounts Receivable to clarify financial terms and ensure compliance of sponsored research projects
- Assist with on boarding of new hires—training sessions, provide guidance and support
- Support internship program by mentoring 3 college interns and create pipeline through college career fairs

Research Accountant 1

Apr 2017 - Nov 2018

- Prepared interim and final financial reports by reviewing expenditures and meet submission deadline
- Served as a subject matter expert on grant and accounting procedures and provide training when needed
- Translated legal contracts for financial terms and conditions into layman's terms
- Monitored entire project life cycle of sponsored research awards from setup to closeout
- Presented recommendations and provide feedback to finance managers based on expenditure analysis

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.)
- Improved Facebook Ads process by 66% using bulk editor, Facebook API, User Segments, and App Events
- Oversaw 30% user growth through A/B Testing
- Created analytic reports with Business Intelligence team to identify trends in user data

CHECK POINT SOFTWARE TECHNOLOGIES • San Carlos, CA

Jul 2013 - Dec 2013

Field Marketing Intern

- Managed 46 marketing campaigns resulting in 10% increase in sales and 15% increase in product awareness

PROGRAMS

MENTORSU, STANFORD UNIVERSITY • Stanford, CA

Jan 2019 - Present

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

WORKAWAY • WWOOF • Asia

Jan 2016 - Feb 2017

Spent a year abroad with volunteer and cultural work exchange program in Asia

EDUCATION

FOOTHILL COLLEGE • Los Altos Hills, CA

Expected 2020

A.A. Accounting (Pursuing CPA license)

UNIVERSITY OF CALIFORNIA, SAN DIEGO • La Jolla, CA

2013

B.S. Management Science (Economics • Finance)

Study Abroad: Semester at Sea in Europe & N. Africa • Vietnam

SKILLS

- Microsoft Excel: Strong Proficiency (e.g. macros, pivots, vlookup, charts, functions)
- Oracle Financials, Oracle Business Intelligence, QuickBooks Online, HTML, CSS