

# 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 sponsored awards 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 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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