

SARAH DOAN

EXPERIENCE

STANFORD UNIVERSITY

2017 - Present

Senior Research Accountant

- Deliver monthly training seminars for the Stanford administrative community as an expert on topics including reporting, financial closeouts, cost transfers, journal entries, and government training grants.
- Establish first documentation corpus of accounting and administrative procedures for department use.
- Design ad hoc reports to investigate delinquent accounts. Lead team of accountants in resolving the accounts.
- Lead university-wide training sessions on account lifecycle topics including setup, budgetary compliance, accounting best practices, and closeout process.
- Manage a team of four accountants, including performance management, development, and training.
- Guide new employee on-boarding in a team of 30+. Supervise, train, and mentor new accountants. Ensure comprehensive training for their required responsibilities to become successful.
- Present complex ad hoc expenditure and budget reconciliation reports to upper management.
- Organize recruiting for yearlong internship program. Allocate intern projects and guide their execution.

Research Accountant 2

- Actively managed 180+ research portfolios across 20 departments, with award amounts over \$23M. Worked with finance managers to meet strict government agency deadlines and guidelines.
- Collaborated with financial analysts on monthly top-down reconciliation of \$100M+ in federal funding.
- Executed cross-functional projects—testing of new systems and procedures, department outreach, training on financial tools—that improves productivity and understanding of post-award financials.

Research Accountant 1

- Audited, analyzed, and reconciled financial data to ensure compliance of research projects.
- Independently prepared timely interim and final financial reports, reviewing expenditures to meet sponsors' 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.

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 (Acquired by Glu Mobile) • Marketing Analyst

2014 - 2016

- Implemented a targeting strategy for mobile game, 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. Collaborated with management to improve games and supplement market research based on reports.

EDUCATION

UC SAN DIEGO • B.S. Management Science

2013

FOOTHILL COLLEGE • CPA Education Requirement

2020

- CPA License Examinations

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)
 - MS Access, Oracle Financials, Oracle Business Intelligence, QuickBooks, HTML, CSS, knowledge of GAAP
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