

SARAH DOAN

PROFESSIONAL EXPERIENCE

STANFORD UNIVERSITY • Stanford, CA

Research Accountant 2

Dec 2018 - Present

- Ensure compliance of research projects by performing audits, reconciling financial data, and process closures
- 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
- Assist with onboarding of new hires—training sessions, provide guidance and support, help review work
- Support internship program by mentoring 3 college interns

Research Accountant 1

Apr 2017 - Nov 2018

- Prepared interim and final financial reports after review of expenditures in compliance with sponsors' T&C
- Proactively identified process improvements and guides implementation to create a streamline process
- Served as a subject matter expert on grant and accounting procedures
- Translated legal contracts for financial terms and conditions into layman's terms
- Made recommendations and provided feedback to departments 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.)
- Oversaw 30% user growth through A/B Testing
- Created analytic reports with Business Intelligence team to identify trends in user data

PROJECTS

MENTORSU, STANFORD UNIVERSITY

Jan 2019 - Present

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

MARKETING, SMALL BUSINESS

Mar 2017 - Present

- Design, create, and manage happycutshair.com using GitHub Pages, Google Domains and Analytics
- Manage social media pages and design marketing visuals

WORKAWAY • WWOOF

Jan 2016 - Feb 2017

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

EDUCATION

FOOTHILL COLLEGE

Expected Graduation 2020

A.A. Accounting (CPA education track)

UNIVERSITY OF CALIFORNIA, SAN DIEGO

2013

B.S. Management Science (Economics • Finance)

SKILLS

- **Microsoft Excel:** Strong Proficiency (e.g. macros, pivots, vlookup, charts, functions)
- **Accounting Tools:** Oracle Financials, Oracle Business Intelligence, SeRA, QuickBooks Online
- **Marketing Tools:** HTML, CSS, Facebook Ads, Tableau AdHoc Analysis, Salesforce