

# SARAH DOAN

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## EXPERIENCE

### STANFORD UNIVERSITY

#### Research Accountant 2

Dec 2018 - Present

- Actively manage 180+ research portfolios across 20 departments with award amounts up to eight figures, working with finance managers to meet strict federal agency deadlines and guidelines.
- Collaborate with financial analysts on monthly & quarterly top-down reconciliation of \$100M+ in federal funding.
- Lead training sessions as a resident expert on topics including Oracle BI reporting, financial closeouts, cost transfers, journal entries, and federal training grants.
- Mentor yearlong interns leading to report automation, updated documentation, and reduction of award backlog improving overall organizational throughput.
- Contribute 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.
- Execute cross-functional projects—testing of new systems and procedures, department outreach, provide training on financial tools—that improves productivity and understanding of post-award financials.
- Create detailed documentation of accounting procedures for department-wide use.

#### Research Accountant 1

Apr 2017 - Nov 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.
- Monitored entire project lifecycle of sponsored research awards from setup to closeout to ensure timely submission before deadline.
- Consulted and discussed with Contract Officers and Accounts Receivable to clarify terms and conditions to ensure compliance with complex university and federal requirements and policies.
- 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

Jan 2016 - Feb 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

Feb 2014 - Dec 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

Sep 2019 - Present

Two-year program for Business Affairs staff to build future leaders for through development of internal talent.

### MENTORSU, STANFORD UNIVERSITY

Jan 2019 - June 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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