

---

**PROFILE**

---

**Finance & Analytics Professional** with 12 years of project management & leadership experience supporting global institutions. Seeking a Management position within a global organization to fully utilize and merge my IT, technical communication, and broad analytical experience with my MBA program focused on business analytics.

**Specialties:** Data management (optimization modeling, budget analytics, Excel template development, relational systems design), strategic analysis & research, process improvement, accounting, graphic & web design

**Leadership:** Team building, cross-functional collaboration, business communications, presentations

**Technologies:** Advanced Microsoft Office Suite, Adobe Creative Suite, Blockchain Tech & Markets, PC/Mac/Linux

---

**EDUCATION, CERTIFICATIONS, & TRAINING**

---

**Master of Business Administration**, UC Davis – Graduate School of Management (Expected 2022)

**Bachelor of Arts, Philosophy**, UC Berkeley (2007)

**Associate of Science, Psychology**, Sacramento City College (2004)

**Professional Certificate, Information Management Systems & Programming**, UC Berkeley Extension (2016)

**Trainee, UC Office of the President Financial Management Certificate Program**, Cohort 9 (2010)

---

**RELEVANT PROJECT MANAGEMENT, FINANCE, & CONTRACT ANALYST EXPERIENCE**

---

**Advanced MRI Technologies, LLC, Research Administrator**

*Sep 2019 – Present*

- ♦ Responsible for pre and post award management, including: proposal preparation, application submission, reporting, close outs, federal and state compliance, risk management, audit support, budgeting and projections.
- ♦ Tracking the scientific progress on scope of work and administrative support of the company's research program: including monthly reconciliations, financial reporting, general accounting and subcontract supervision.
- ♦ Track payroll, accounts payable (AP) and accounts receivable (AR) services for the company, such as payroll adjustments, benefits coordination, organizing cash flows and invoicing.

**UC San Francisco Children's Hospital Research Institute, Oakland**

*Mar 2017 – Mar 2018*

*Senior Contracts & Grant Accountant*

- ♦ Delivered critical support for this top-level research hospital with funding totaling over \$50 million, endowment support of over \$8 million, staff in the hundreds, and approximately 40 Principal Investigators.
- ♦ Supervised and trained a team of analysts in a full-service department, including developing a suite of spreadsheet templates to standardize and streamline monthly reconciliations, financial reporting, and budget forecasting.
- ♦ Administered payroll, accounts payable (AP) and accounts receivable (AR) services for research programs, including payroll adjustments, ad hoc analysis and invoicing.
- ♦ Worked directly with the Controller and Assistant Controller to facilitate timely, accurate revenue recovery, lab shut downs and preparation of audit schedules within strict timeframes.
- ♦ Led projects to integrate the Institute's chart of accounts and financial reporting protocols with Oracle Database systems, as part of CHORI's acquisition by UCSF.

**University of California, Berkeley**

*Sept 2007 – Mar 2017*

*Research Administrator & Financial Analyst, Campus Shared Services (Oct 2012 – Mar 2017)*

- ♦ Supported faculty and academic research teams of over 30 multi-million dollar research programs.
- ♦ Oversaw contracts and grants of department faculty and students to identify and apply for extramural funding, including budgets averaging \$1.5 million per award with a wide range of government and private sponsors.
- ♦ Developed and implemented process improvements via custom Excel templates, web-based tools, and database queries, adapted to satisfy the requirements leveraging Oracle PeopleSoft Applications.

*Research Assistant through Lab Manager, Visual Neuroscience Department (Sept 2007 – Sep 2012)*

- ♦ Managed day-to-day project management of a visual neuroscience laboratory, from conducting experiments, supervising trainees, analyzing data, writing/debugging code, preparing grants & manuscripts, equipment purchasing & maintenance, HR & payroll, developing budgets & projections, research compliance & reporting.
- ♦ Independently carried out recruitment, training, reporting and payments involved with human subjects and students.

---

**SELECT PUBLICATION**

---

Klein S, Carney T, Zhu H, **Bupara S**. "Using Repeated Noise to Look Inside the Box." (2012). *Journal of Vision* 12(9):317-317. DOI: 10.1167/12.9.317