

Stephanie G. Hughes

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EXPERIENCE

UW MEDICINE, Seattle, WA

11/2012-Present

Manager of Program Operations, Department of Pathology (09/2016-Present)

- Aid in implementation of process improvement projects to increase productivity and efficiency
- Analyze revenue and expense trends by program to assist in annual budget forecasting for department
- Prepare departmental financial summary presentation delivered at annual faculty retreat
- Mentor and guide team members to aid in career growth and overall positive departmental impact through a collaborative and communicative environment

Analyst, Department of Pathology (06/2015-09/2016)

- Managed funding for portfolio of 11 faculty members to ensure appropriate spending and compliance with award guidelines
- Managed budget for Pathology's Molecular Medicine and Mechanisms of Disease graduate program and Medical Scientist Training Program

Budget/Fiscal Analyst (01/2015-06/2015)

- Partnered with faculty to review grant and contract proposals for accuracy and compliance before submission
- Prepared and analyzed budget reports to ensure compliance with federal, state, private, and nonprofit sponsor requirements Developed, analyzed, and
- Managed portfolio of 5 faculty to ensure

Fiscal Specialist II (04/2014-01/2015)

- Coordinated with faculty, staff, and the Office of Sponsored Programs to aid in the submission of grant applications
- Managed budgets for department programs to ensure costs abided by state and departmental guidelines

Fiscal Specialist I (01/2013-04/2014)

- Approved travel arrangements for faculty and staff to ensure costs abided by university and state guidelines
- Promptly and accurately prepared reimbursements to faculty and staff for lab and education related expenditures
- Billed and tracked invoices for services completed by Department of Pathology service centers and agreements

EDUCATION

UNIVERSITY OF WASHINGTON

Expected November 2019

Certificate in Full Stack Web Development

UNIVERSITY OF WASHINGTON, Bothell, WA

June 2017

Master of Business Administration

UNIVERSITY OF WASHINGTON, Bothell, WA

June 2015

Master of Arts, Policy Studies

UNIVERSITY OF WASHINGTON, Seattle, WA

June 2013

Bachelor of Arts, Business Administration, Focus in Finance

- Freshman Direct Program (early acceptance to the Michael G. Foster School of Business)

SKILLS AND ACTIVITIES

- Lean Six Sigma Greenbelt Certification 2018
- Volunteer, Evergreen Health Gala 2014-2017
- Vice President, Rotaract Club at UW Bothell 2014-2017
- University of Washington Professional and Organizational Development Fiscal Certificate 2015