

Chevi N. White

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EDUCATION

University of Missouri

Columbia, Missouri

Master of Business Administration

Emphasis: Financial Management

Expected: July 2024

Columbia College

Columbia, Missouri

Bachelor of Science, Business Administration

Graduated: December 2016

Emphasis: Business Management and Human Resource Management

Summa Cum Laude | Dean's List | Alpha Sigma Lambda | Assisting Women's Achievement Scholarship

State Fair Community College

Sedalia, Missouri

Associate of Applied Science, Accounting

Graduated: May 2014

Dean's List | Dickman Accounting Scholarship

PROFESSIONAL EXPERIENCE

University of Missouri – College of Education, Mizzou Academy

Columbia, Missouri

Senior Business Support Specialist

September 2018 – Present

- Review and submission of non-standard and standard procurement, performance, and consulting contracts
- Mediate correspondence between Mizzou Academy and employees, affiliates, and consultants
- Oversee and reconcile approximately \$4.7 million annual revenue and receivables
- Maintain SIS general ledger
- Manage international accounts payable billing of ~\$300k monthly
- Provide budget preparation support and management tools for cash flow reporting
- Prepare and analyze revenue, expense, liability, and reconciling transactions
- Resolve account discrepancies by investigating documentation
- Act as Fiscal Approver/Manager for department, including approving requisitions, expense reports, journal entries, etc.
- Make recommendations for improvement upon current processes and procedures for increased financial security
- Ensure state, federal and GAAP policies are upheld, including PCI compliance
- Assist in creating/maintain departmental policies/procedures related to fiscal and HR activities

University of Missouri – College of Arts & Science, Grants & Contracts

Columbia, Missouri

Business Support Specialist I

September 2017 – September 2018

- Acted as liaison between departmental Principal Investigators and the Office of Sponsored Programs Administration
- Prepared and submitted research proposals for 30 departments, approximately 30 proposals per month
- Maintained knowledge of existing laws, policies, and procedures necessary to comply with Federal, State, and University regulations concerning grants and contracts
- Served as primary source of information regarding pre-award grant/contract activities
- Advised investigators on sponsor's instructions and UM policies on allowable costs and applicable indirect cost rate

University of Missouri – Robert J. Trulaske, Sr. College of Business

Columbia, Missouri

Office Support Assistant III

May 2016 – September 2017

- Increased cardholder understanding by 50% on procurement procedures by providing one-on-one assistance
- Assisted in coordination of One Card expense management program implementation for 43 individuals
- Serve as first point of contact for students, parents, staff, faculty, and donors calling or visiting the Dean's Office
- Utilize PeopleSoft to process invoices for accounts payable and prepare correcting journal entries as needed
- Prepare expense reports utilizing PeopleSoft database
- Compose reconciliation comments for 300-500 procurement card transactions each month
- Track and reconcile departmental CRRs and awarded student scholarships to ensure accuracy
- Maintain detailed and organized records of all activity in 50 financial accounts
- Work in Show Me Shop to purchase supplies and equipment for Dean's Office staff

Daniel Boone Regional Library*Financial Associate & Administrative Assistant***Columbia, Missouri**

June 2014 – March 2016

- Improved format of monthly/quarterly reports to enhance managerial comprehension
- Streamlined filing procedures, reducing staff time by 30%
- Collaborated with IT department to create an inventory spreadsheet to increase accuracy and expedition of additions/disposals and maintained spreadsheets to track billing, usage, utilities, and vendor information
- Provided administrative support to Chief Financial Officer and Director
- Furnished department managers with monthly expenditure reports within 5 days of month close
- Coordinated with local organizations to guarantee maximum accessibility for 5 high-use meeting rooms
- Created and maintained several Excel spreadsheets to track billing, usage, utilities, and vendor information
- Collected, processed, and submitted approximately \$2,000 in deposits three times each week

AWARDS AND HONORS**Mizzou Academy Honor Award Nominee**

December 2022

Coffey - OMI Industries Crosby MBA Scholarship

Fall 2022, Spring 2023

John Sublett Logan Foundation MBA Graduate Scholarship

Spring 2022, Fall 2022, Spring 2023

Porter Graham Staff Excellence Award

November 2021

Trulaske College of Business Diversity and Inclusion Committee Member

2017