

## BUDGET AND ADMINISTRATION MANAGER

### Experience

01/2016 to 01/2017

Budget and Administration Manager Company Name i/4 City , State

- Responsible for providing financial explanation of a \$3M budget for the division of Information Technology.
- Upheld the processes, policies and procedures as specified by finance.
- Provided financial plans for new year, mid-year and closing of the financial year based on upcoming projects.
- Created contracts with vendors and individuals who will be providing services for Information Technology.
- Worked closely with Human Resources to ensure that all positions are recorded and can be financially accommodated.
- Ensured that all monthly invoices were processed in a timely manner.
- Liaison between federation and vendors to ensure that all documentation was received for them become approved partners who cleared to work with the Federation.
- Managed payments of invoices for the Information Technology.

01/2006 to 01/2016

Administrative Aide II Company Name i/4 City , State

- Maintained the critical day-to-day office confidentiality.
- Participated in departmental financial planning based on needs for upcoming academic year.
- Reconciled departmental credit card accounts for Chief of Staff and Director of Global Communications while upholding the policies of the card.
- Provided customer services to high profile guests in person and over the phone.
- Collaborated with various departments with day-to-day activities and special projects.
- Worked on special events including the 40 Acres and a Mule Anniversary Gala; Kept a detailed record of all donations including items to be auctioned.
- Participated in the hiring process and day to day management of casual student worker.
- Collaborated with Assistant Dean for Administration on numerous projects including Tisch admissions for 100 - 125 applicants for Early Decision I & II, Regular Decision Transfers, Graduate Students and the Summer High School Programs.
- Prioritized inquiries to the Dean, acting as liaison.
- Direct general inquiries to appropriate contacts and/or departments, utilizing knowledge of school and university organization, policies and procedures.
- Drafted, customized and edited correspondences for the Dean and the department.
- Managed all Tisch housing apartments.
- Ordered departmental supplies based on actual departmental budget.
- Volunteered to participate in the Freshman Follow-Up which ensured that freshman and students new to the school were adjusting well to life at NYU.
- Established and maintain departmental filing system, securing documents of a confidential nature.
- General clerical responsibilities include maintaining departmental calendar, processing budgets, tracking staff attendance and submitting timesheets to Human Resources, maintaining office supplies.

01/2001 to 01/2006

Administrative Aide Company Name i/4 City , State

- Researched potential donors for the Prospect List used to expand the donor list.
- Created excel worksheets on prospect donors, tracking giving habits and preferences.
- Organized events, including the Sundance Reception for Tisch School of the Arts and the annual Wasserman Award Reception for that year's scholarship recipients.
- Maintained and updated the list of the members of the Dean's Council, including highly confidential personal information for numerous high-profile donors.
- Updated and maintained Advance database to track prospects and donors, including parents, students, and faculty of the university and promised or received gifts.
- Coordinated travel arrangements for Associate Dean of External Affairs and staff.
- Prepared documentation and materials for grant applications to support the school.
- Created and edited correspondences, including mass mailings to Dean's Council Members, Prospective Donors, and parents.
- General clerical responsibilities included tracking departmental expenses to plan for new budget year, processing and reconciling budgets, coordinating meetings both within and outside of the department, submitting staff timesheets to Human Resources, maintained office supplies and files, responding to in-person and telephone inquiries.

## Education and Training

2015

MS : Human Resources Management WALDEN UNIVERSITY i/4 City , State Human Resources Management

2001

BA : Comparative Humanities SUNY OLD WESTBURY i/4 City , State Comparative Humanities

## Skills

academic, Arts, budgets, budget, clerical, closing, contracts, Council, credit, customer services, database, documentation, special events, filing,

finance, financial, financial planning, grant applications, hiring, Human Resources, Information Technology, Director, materials, meetings, excel, office, policies, processes, Reception, reconciling, telephone, phone, travel arrangements