

## LEON DAWSON

New York, NY ▪ 718-314-7559 ▪ Dawsony7@gmail.com

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### GRANT MANAGER | ADMINISTRATIVE MANAGER

*Proven track record for managing grants, problem solving and helping companies achieve their goals*

**Grant Compliance | Document Management | Sponsored Project Administration | Financial Analyst**

Strategic administrator with over ten years' experience managing budgets for multimillion-dollar grant portfolios. Extensive knowledge of pre/post awards, grant administration and grant reconciliations. Successfully monitor grants/awards process from inception to close out. Excellent communication skills with the ability to build rapport with faculty, peers, investigators, business officers and personnel. Highly motivated team player with strong analytical and interpersonal skills. Able to manage complex fiscal matters and identify new opportunities for funding. Proficient in Microsoft Word, Excel, Access, PowerPoint, Adobe, Era Commons, Rascal, Electrical Form Routing Systems FastLane, InfoEd and Arc. **Core Competencies:**

- Reconciled \$20 million deficit in research dollars for the Fiscal Year 2013-2015
- Streamlined data cleanup project for the 2014-2015 Fiscal Year
- Successfully managed \$86.7 million portfolio for the Fiscal Year 2015
- Stay updated on grant compliance & administrative policies
- Process payroll, reimbursements and develop and implement best close out practices for sponsored accounts
- Experienced at conducting effort reporting for all personnel

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### SKILLS

- Grant Management & Administration
- Budget Preparation
- Financial & Effort Reporting Management
- Effective Time Management
- Superior Customer Service
- Project Management
- Close Out Procedures
- Solid Business Acumen

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### PROFESSIONAL EXPERIENCE

**Senior Financial Analyst/Grant Specialist**, New York Langone Health School of Medicine, New York, NY **Feb 2020- Present**  
*U.S News Rankings is No. 19 in Best Medical Schools: Research*

- Supports the development, implementation, and oversight of innovative financial reporting tools and systems to ensure efficient, timely, and accurate action-planning to meet NYU Langone Health and Institute set metrics and to avoid deficits and variances. Supports the development of methodologies and tools to track, forecast, and report on effectiveness, success rate, research dollar density and other measures commonly used to assess the research mission across multiple years.
- Reconciles financial summaries on a quarterly basis.
- Processes financial transactions to ensure compliance with both institutional and external sponsor guidelines and policies.
- Processes hires for personnel associated with assigned PI portfolios.
- Submits financial reconciliation summaries/packages to Research Finance Operations.
- Performs monthly analysis of P&L covering various mission areas such as Operating, Special Purpose and Research Mission.
- Performs monthly updates of Core Services Analysis (Genotyping, Rodent Behavior, Confocal, MEG and Machine Shop).
- Attends monthly DAC subcommittee meetings on Finance and Research
- Assist Director of Finance and Business Manager with design of new Portfolio Summary with automated features.
- Participate in report development efforts to increase automation and improve transparency.
- Provide adhoc financial reports and special projects upon request

**Administrative Manager/ Grant Manager**, Icahn School of Medicine at Mount Sinai, New York, NY

2019 – November

***U.S News Rankings is No. 19 in Best Medical Schools: Research***

- Responsible for managing the Clinical and Translational Science Award (CTSA) of 38 million dollars and preparing annual budgets.
- Oversee expenditures & Payroll, provide analysis and prepare non-competing renewal for the CTSA grants budget.
- Ensure all grant-based funds are spent in accordance with the award regulation and all fiscal controls are in place.
- Coordinate meetings for all administrators, recruit and train all CTSA staff positions.
- Provide analysis of grand expenditures to directors and other key players within the organization as needed.
- Successfully manage a team of three direct reports.

**Financial Analyst**, New York Langone Health School of Medicine, New York, NY

2016 – 2019

***U.S News Rankings is No. 3 in Best Medical Schools: Research***

- Analyzed and reviewed budgets for all awarded grants and successfully coordinated financial close out packages. Prepared, updated, and reconciled monthly portfolios research grants for Principal Investigators.
- Executed cost transfers and personnel transactions for payroll and non-payroll expenses.
- Created Standard Operating Procedures for the Radiology Department.
- Coordinated and executed subcontracts with the Grants Contracts Office and the awarded subrecipients.
- Accurately generated monthly reports to keep track of faculty discretionary accounts, subcontracts and personnel transactions. Reviewed and submitted RPPR's for NIH grants.
- Reviewed incoming subcontract invoices and worked with the Financial Analyst for financial close out packages and expired projects.
- Worked with the Office of Sponsored Programs' Grant Specialist for day to day transactions.

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**Research Grant & Financial Administrator**, Weill Cornell Medical College, New York, NY

2014 – 2016

***U.S News Rankings is No. 9 in Best Medical Schools: Research***

- Successfully managed grant portfolio of \$87.6 million and ensured proper award and budget management.
- Accurately reviewed applicants during the proposal stage to ensure accuracy, consistency and completeness in accordance with the funding agency's regulation for 25 divisions of WCMC.
- Worked in partnership with investigators and their staff to facilitate the submission process paperwork for internal and external grants. This included, Statement of Intent, Cost Sharing and Budget Justification.
- Implemented and managed the assigned department's accounts in SAP during the award stage to ensure proper pre/post award spending allocation and guidelines for 202 faculty members.
- Met with assigned departments to discuss new submissions, budget forecasting, troubleshoot transfers, complex awards/contracts and identify new opportunities for funding.
- Ensured appropriate document management and timely responses for both pre/post awards for investigators and collaborators.
- Worked with Research Integrity and other research support departments to ensure all investigators and their laboratory personnel complied with all policies and procedures.
- Facilitated limited grant/award submission process and assisted internal faculty committee on candidate selection.
- Assisted faculty and staff with use of the Electronic Routing Form system and provided technical support as needed.
- Created and processed outgoing subawards to other institutions.
- Trained and mentored new hires on various systems to ensure uniform metrics.

**Administrative Clerk /Sponsored Projects Administrator**, Columbia University, New York, NY

2011-2014

***U.S News Rankings is No. 3 in National Universities***

- Acted as a liaison with central business offices, such as Finance Reporting and Research Compliance.
- Responsible for incoming grant pre-award processes.
- Managed and monitored the Sponsored Project Administration grant award inbox which contained preliminary review documentation received from sponsors.
- Expedited all incoming grant award documentation to appropriate parties for processing.
- Reviewed award documents prior to the establishment of internal account set-up and contract award/modifications.
- Researched external databases such as ERA Commons, NSF, and Fastlane in order to retrieve awards, progress reports and other necessary documentation to help expedite the administrative process.
- Researched university systems such as ARC, InfoEd, Rascal and various agency websites in order to help resolve problems relating to new awards or awards received.
- Maintained an up-to-date daily excel spreadsheet of all incoming Notice of Awards (NOA) / Notice of Grant Agreements (NGA) received.
- Assisted investigators, project officers and administrative staff in solving project-related issues.
- Managed and identified proposal tracking records for incoming awards and submitted proposals.
- Uploaded all supporting documents to ensure all documents requested or received are complying with the rules and regulations.
- Identified invoices and checks sent via email throughout the Columbia community.

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#### **EDUCATION**

**International Program Digital Media Production (MSC)** (Candidate), Oxford Brooks University, Oxford, UK

2011

**Bachelor of Science in Communications/ Emerging Media**, Bowie State University, Bowie, MD

2010