

TAMMY OLSON

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Remote Work (message arrives by email): 509-335-2003

OBJECTIVE:

To obtain the UNH 's Grant & Contract Administrator II position in a positive, mentally stimulating work environment which enables me to grow substantially in various domains and in Workday with UNH's upcoming software conversion. I have 9.5 years in a Sponsored Programs Office with 4 years as remote, and 4 years with Workday.

EDUCATION:

140 credits attained toward a B.S. Business Administration

GPA: 3.8/4.0

Minor focus: Leadership, Political Psychology

Lewis Clark State College. Lewiston, Idaho 83501

COMPUTER SKILLS:

Proficient with Workday, Excel, Microsoft Word, PowerPoint, Adobe, Teams, Zoom, JIRA.

WSU programs: Business Objects, Confluence, Legacy's Balances & Facts, ORSO's MyResearch pre-award database, Access. Sponsor's sites: ARPA-E, ASAP, PMS, ID.me, EERE-PMC, FedConnect, Research.gov, Vipers, Login.gov, IPP, WAWF, FAA Sharepoint, eBRAP.

SPONSORED PROGRAMS SKILLS

Workday software conversion and Legacy cleanup prior to conversion, award management, federal reporting, draws from federal sites, submitting invoices in invoicing platforms, cost share, F&A, Uniform Guidance, WSU's BPPM, award and subcontract setup.

EXPERIENCE:

Fiscal Analyst I, II, III, IV

12/4/2014 - current

Washington State University, Sponsored Program Services (SPS):
Pullman, Washington 99164

Key Tasks:

- Federal interim and final reporting. Manages mix of federal and non-federal awards
- Analyze accounting in Workday for analysis and/or solutions
- Financial excel recon analysis for reporting, interim checks, and closeout
- Process closeout of sponsored awards after F&A checks, verifying payments received, processing refunds, revenue transfers to fixed price departmental accounts, reviewing for travel advances, analyzing 10% budget deviations, verifying investigator reports are submitted, cost share met, interim and final reports submitted.

Past SPS duties:

- Analyze and process new awards/contracts, continuation; create set up sheets, billing instructions.
- Coding subcontract invoices and data entry into Workday
- Conducts financial draws from federal sites; invoicing.

Buyer, Saint Joseph Regional Medical Center 8/2012 – 4/9/2014

Lewiston, Idaho 83501

Key Tasks: Buyer-Project Management Team Position

- Greeted vendors, distributors; assisted/directed hospital visitors
- Purchased hospital inventory and consignment items for Cath lab, Surgery, Central Processing, Emergency Room, Warehouse
- Monitored open order status, backorders; advised various departments of order lead times
- Monitored, revised purchase order data: price, quantity, delivery date
- Queried reports, Audited invoices; Trained individual as Consignment Buyer, Taught PeopleSoft courses prior to conversion
- Attended Symphony Project conversion meetings, Completed special projects for Symphony Project outsourcing and software conversion team

INTERESTS

- Tai Chi, Qi Gong, Yoga, Tibetan Rites, hiking, walking
- Reading/studying non-fiction: Business management, philosophy, positive philosophy
- Learning about antiques

REFERENCES:

Kim Small, Compliance Team Manager:
Washington State University

Email: kksmall@wsu.edu
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Anke Moore, Subaward and Contract Administrator, previously Fiscal Analyst II of Sponsored Programs Services
Washington State University

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Tom Busch, Western Physical Sciences Building. Fiscal Analyst III
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