

UNH Sponsored Programs Administration
Durham, NH

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Dear UNH Sponsored Programs Administration Review Panel:

I would like to express my interest in applying for the Grant & Contract Administrator II - Remote position within the UNH Sponsored Programs Administration office which recently posted on the website jobs.usnh.edu.

I have 9.5 years of experience in the Washington State University's (WSU) Sponsored Programs Services (SPS) office where I have gained a wealth of experience in award management, award analyses, award setup, reporting, financial draws, and invoicing. The last four of those years I have worked remote and with Workday; since Washington State University's software conversion in January 2021. Since the conversion to Workday, WSU's SPS office reorganized from a federal and non-federal team style to a Finance and Award Management team with electronic invoice submission.

The expertise that I have garnered over the past 9.5 years with Sponsored Programs Services has been invaluable; and would be a wonderful asset to the position that you offer. I am highly proficient in managing Federal and non federal awards, setting up and analyzing awards and amendments, and advising team members on award setup and award management. I am exceptional at applying award's terms and conditions; as well as in reviewing and processing of expense journals, payroll accounting adjustments, Pcard adjustments, and invoice adjustments.

Since our Workday go live date I have become proficient with Workday; and gain additional knowledge every day. I am discovering new ways to manage my award groups with Workday reports, special conditions, and award tasks that streamlines and simplifies the award management processes. When I assist our departmental customers with finding Workday reports, segments of Uniform Guidance and WSU's BPPM that meet their needs I am gaining further knowledge in Workdays processes and sponsored award's guidances. I really enjoy responding quickly and thoroughly to our customers needs in Teams, Teams video calls, and Outlook.

I am highly proficient in office technologies, software, and support functions, as well as having exceptional customer service, and compositional communication skills. I love building synergistic relationships in a one on one or a group basis to create exceptionality in all that we do and to ensure organizational success. I am highly proficient in learning new tasks and new manners of being in order to align with the solution of any given task.

The strengths which I possess that would be beneficial to the position which you offer; but are not limited to the following:

- Identifying and resolving financial issues by being solution and team orientated, creating reports, and meeting deadlines.
- Auditing and reconciling complex financial data, working within the parameters of Uniform Guidance and Washington State University's BPPM.
- Excellent communication with internal and external customers
- Highly proficient in MS Office Suite, Workday, research, composing, auditing invoices, purchasing, and compiling documentation.
- Being detailed orientated with exceptional accuracy for data entry
- Developing strong synergistic relationships with others

My attention to details, multi-tasking capabilities, and interpersonal communications are exceptional and would be a benefit to the position which you offer. I enjoy being challenged and responding in a highly strategic and proficient manner. I am confident that I would provide immense value as a member of your team and in the position that you offer.

Sincerely,
Tammy Olson
Enclosure: resume