LICENSE:	Certified Public Accountant ,	State of New Jersey

EXPERIENCE:Rutgers University Center for State Health PolicyNew Brunswick, NJJan 2025 – presentAssociate Director of Research AdministrationNew Brunswick, NJ

• Establish and direct pre-award proposal team to support all faculty grant submissions

- Collaborate with faculty on multimillion dollar federal grant proposal submissions and manage financials of grants awarded
- Financial lead on Integrated Population Health Data (iPHD) project including overseeing the accounts payable and receivable on project
- Develop and manage CSHP's core multimillion dollar budget
- Work closely with and brief executive leadership on all CSHP financials including core CSHP budget, overall current awarded grant portfolio and strategic projections
- Work with leadership to develop best practices and streamline workflows for reporting, compliance, and human resources
- Collaborate with all departments within the Institute for Health to optimize the workflow of human resources processes and establish guidelines for excellence

Rutgers	University	Center	for	State	Health	Policy	

New Brunswick, NJ

Oct 2021 – Jan 2025 Assistant Director of Program Planning

- Developed and managed budgets, optimized resources of allocations, and ensured financial efficiency to meet organizational goals
- Oversaw the development and application of the iPHD fee rate schedule
- Monitored and coordinated contracts for grantees of the iPHD project
- Managed CSHP grant portfolio and worked closely with Principal Investigators to ensure compliance and target spending
- Worked and collaborated with other segments to align within the Institute for Health
- Handled all aspects of financial planning for CSHP
- Closely collaborated with other leadership to safeguard the organization's overall financial well-being and sustainability

Rutgers University Center for State Health Policy New Brunswick, NJ

Nov 2017 – Oct 2021 Strategic Business Advisor (part-time)

- Developed and compiled annual budget for CSHP and worked with leadership to determine CSHP's strategic trajectory
- Reviewed all spending on grants from state, federal, and private grant fund accounts.
- Closely monitored and reviewed grant activity to ensure compliance with sponsor and University policy and aid in timely reporting to sponsors.
- Assisted PIs on proposal budget development, rebudget requests, and proposal submission
- Timely and accurately verified and reviewed effort certification for compliance
- Collaborated on development of fee structure for new iPHD core center

Rutgers University Center for State Health Policy

New Brunswick, NJ

Jul 2013 – May 2016 Business Manager

- Managed and oversaw business office staff
- Developed and compiled annual budget for CSHP
- Managed state, federal, and private grant fund accounts

- Closely monitored and reviewed grant activity to ensure compliance with sponsor and University policy
- Assisted PIs on rebudget requests, proposal budget development and proposal submission
- Completed the necessary procedures to close out grant fund accounts and archive documentation to safeguard departmental assets

<u>Rutgers University Center for State Health Policy</u>
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New Brunswick, NJ

Feb 2009 – Jul 2013 Business Specialist

- Closely monitored and reviewed grant activity to ensure compliance with sponsor and University policy
- Completed reconciliations for PI review to ensure proper project expenditures and projections
- Managed staff charging instructions and grant effort through commitment accounting or timely salary reallocations
- Developed annual copy and print recharge rates for departmental use
- Approved daily activities such as TABERs, requisitions, journal entries, and hourly payroll for budgetary maintenance
- Entered new hires and staff changes in RIAS III and completed new I-9 process in electronic Guardian system

Jan 2007- Sep 2008	<u>American Standard Brands (American Standard)</u> Senior Accountant	Piscataway, NJ
Sep 2003- Dec 2006	<u>Deloitte</u> Senior Auditor	Princeton, NJ
Sep 2001- May 2003	<u>Rider University</u> Graduate Research Assistant	Lawrenceville, NJ
Mar 2000- Sep 2001	<u>Carter Wallace, Inc.</u> Receivable Representative	Cranbury, NJ
Sep 1997- Mar 2000	<u>Carter Wallace, Inc.</u> Quality Control Analyst	Cranbury, NJ

EDUCATION:

2003	Rider University MA: Accountancy
1997	Rutgers University BS: Environmental and Business Economics BS: Food Science

PROFESSIONAL AFFILIATIONS:

Member, AICPA Member, NJCPA