**Qualifications**

* 2+ years of experience in fiscal operations at the University of Missouri.
* Excellent organizational and time management skills.
* Highly productive team member that enjoys and adapts to a challenging work environment.
* Proficient with most Microsoft Office programs as well as PeopleSoft Financial Reports.
* Working knowledge of PeopleSoft Finance Production, HR Production, Finance Reporting, and HR Reporting.
* Able to communicate effectively with supervisors, coworkers, and the general public.

**Education**

*Tiffin University Tiffin, Ohio*

Master of Business Administration

* + - Emphasis in Sport Management

Anticipated Graduation: Spring 2015

GPA: 4.000

*University of Missouri Columbia, Missouri*

Bachelor of Science in Business Administration

* + - Emphases in Finance and Banking, and Real Estate

GPA: 3.598

**Work Experience**

*University of Missouri Bond Life Sciences Center Columbia, Missouri*

Fiscal Assistant January 2012 – Present

* + Extract data from various University fiscal information systems to maintain and update over 200 financial reports each month.
  + Process requisitions of up to $80,000 using the university’s finance production system.
  + Assist in the hiring and terminations of students, staff, and faculty using ePAF.
  + Receive, review, and reconcile invoices, credit card charges, and e-procurement charges of the Center’s faculty and staff.

*University of Missouri Athletics Columbia, Missouri* Marketing Intern December 2014 – Present

* Assist the marketing and promotions staff in all aspects of daily operations
* Organize and implement promotions, contests and other game day activities
* Pre-game, in-game, and post-game event management
* Assist with community outreach programs

**Honors & ACTIVITIES**

* University of Missouri Excellence Award August 2007 – May 2008

August 2009 – May 2011

* University of Missouri Dean’s List 8 out of 9 semesters
* Graduated Magna cum Laude from the University of Missouri
* Missouri Show-Me State Games Volunteer July 2014 – Present