

Vanessa Azevedo
University of California, Merced
Candidate Statement – Region VI Treasurer

I am interested in the Treasurer-elect position as I really enjoy the financial aspect of my current role at UCM. Over the last 10 years, I have progressively increased in levels of financial responsibility across various positions, as well take care of all financial duties of my personal home businesses for over 5 years. I think the Treasurer-elect position is such a good role in getting familiar with the duties required of the Treasurer. I was introduced to NCURA very early in my Research Administration career and have thoroughly enjoyed going to conferences and meeting people from across the US. I would love to be a part of the Regional Leadership group; thank you for your consideration.

Vanessa Azevedo
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Objective: To be in a challenging office environment as a team player that requires a variety of accounting and/or financial duties to further succeed in personal and organizational goals.

Skills

Over 10 years of progressive experience in financial reporting, analysis and decision making	Extremely detail oriented, accurate and efficient with large volumes, 10-Key and 80 WPM
Advanced in Microsoft Word, Excel, Power Point Presentation, and Outlook	Fluent in English and Portuguese, Conversational Spanish
	Computer literate with PC and Mac

Experience

University of California, Merced, Merced, CA**February 2017 – Present**

School of Engineering & CITRIS and the Banatao Institute, Merced, CA

Research Administrator Level 2, February 2017 – January 2018*Research Administrator Level 3*, January 2018 – November 2019

Sierra Nevada Research Institute, Merced, CA

Research Administrator Level 4, November 2019 – Present

- Monitor and reconcile spending and commitment activity with a \$40 million dollar revolving budget of approx. 120 accounts
- Create effective forecasting and decision aides to advise faculty, facilitate regular reviews with principal investigators, perform variance analyses, and report/record exceptional costs
- Develop budgets based on unit needs, review financial statements, present data to senior personnel, and report issues as necessary
- Assist in the preparation of routine and non-routine contracts and proposals within parameters of sponsored, non-sponsored and UC Merced regulations, review documents for completeness and compliance and understand the terms and conditions of all projects administered
- Create journal, transfer of funds and payroll transfer requests based on unit/account needs
- Review service agreements for financial obligations and create invoices based on guidelines
- Participate in contract closeout processes and audit inquiries, submission of final financial reports and certificates
- Lead, manage and train team through policy changes, process improvements, communication with other departments, employee trainings and certifications, and employee recruitment

Stanford University, Stanford, CA**April 2013 – February 2017**

School of Earth, Energy and Environmental Sciences - Geophysics, Stanford, CA

Research Administrator Level 2, July 2015 – February 2017

- Develop, prepare and finalize project budgets and provide budget justifications
- Download and review reports; initiate, review and approve expenditures, monitor post award spending and commitments
- Advise principal investigator on post award spending and commitment activity; oversee Stanford and contract compliance related to fund and revenue
- Certify monthly expenditure statements, create effective forecasting and decision aides, facilitate quarterly review by principal investigators, initiate contract closeout processes and audit inquiries, submission of final reports and certificates
- Assist in the preparation of routine and non-routine contracts and proposals within parameters of sponsored, non-sponsored and Stanford University regulations, review documents for completeness and compliance and understand the terms and conditions of all projects administered
- Collaborate with the Office of Sponsored Research to ensure awards are set up properly and cost-sharing requirements are fulfilled; initiate cost transfers and gifts
- Personal assistant to Professor Dr. Mark Zoback and his research group (+/- 20 graduate students/postdocs) tasks include: all calendaring, meeting arrangements, travel arrangements, reimbursements, assist in affiliate

groups (SRB, SCITS, NGI), placing orders (office and laboratory equipment), verifier of purchase and travel credit cards and miscellaneous duties

School of Earth, Energy and Environmental Sciences - Geophysics, Stanford, CA

Administrative Associate/Assistant, January 2014 – July 2015

- Responsible and verified numerous purchase credit cards and travel credit cards through Stanford Oracle system; approve and clear transactions, report any fraud or misuse
- Review budgets for accuracy related to expenditures
- Direct personal assistant to Professor Dr. Mark Zoback; secondary assistant to an additional 3 professors and approximately 40 graduate students/postdocs
- Assistant to professors and students/postdocs tasks include: all calendaring, meeting arrangements, travel arrangements, reimbursements, placing orders (office and laboratory equipment) and miscellaneous duties
- Assist in the SRB affiliate group 3-day conferences (June 2014, 2015, 2016) of approximately 100 people; handle preparation, registration, catering, agenda, programs and WebEx
- Assist in the SCITS affiliate group 1 and 2-day conferences of approximately 80 people; handle all catering details with set-up/take-down and stand-by for emergencies
- Communicate frequently with supervisor regarding professors' financials (income, expenses, large purchases, approvals) per Stanford University regulations; manage invoice and PO requisitions
- Create and implement new check-out systems, regulations and templates for purchases, FedEx and student/postdoc travel
- Manage \$15,000+ construction purchase of new pump in Zoback's laboratory; place electrical and construction work orders, process purchases, communicate with facilities management and organize timeline of construction
- Department Administrator backup; handle catering, visitor accommodations and miscellaneous office needs

Residential and Dining Enterprises - Stanford Catering, Stanford, CA

Accounting & Finance Associate, April 2013 – January 2014

- Collect, code and log a large volume of vendor invoices daily; reconcile aging report and maintain records of payments
- Generate billed invoices, retrieve/record payments and archive closed accounts
- Verify invoices for accuracy regarding payment information, G/L code, service charge, tax, and applicable discounts
- Format final payments accordingly and validate via Oracle; process check, credit card and Stanford PTA payments
- Receive vendor statements monthly and cross reference with daily/weekly invoices and management
- Develop, collect and organize client satisfactory ratings for management through Qualtrics survey system
- Provide general office support, update financial boards and special management projects

Education

San Jose State University, San Jose, CA

Bachelor of Science Degree in Business Administration: Emphasis Management, 2011

Minor: Mathematics

GPA: 3.486/4.000

Graduating Member: College of Business, Sbona Honors

Program

Additional Coursework

Taxes, Taxes, Taxes, the 2014 Edition – Stanford Continuing Studies, Stanford, CA. Summer 2014 Quarter, Grade A

Financial Accounting: Acct. for Small Business – Chabot College, Hayward, CA. Summer 2014 Semester, Grade A

Management Skills for Administrative Professionals Certificate – Stanford University, Stanford, CA. 1/14/15

Stanford Cardinal Curriculum Certificate 1 & 2, Research Administrators – Stanford University, Stanford, CA. 4/29/15 & 7/24/15

Dale Carnegie Certificate, Leadership Training for Managers – San Francisco, CA. Completed 7/20/2018

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