

Budget and Fiscal Education:

BGT Overview and Inquiry screen training

BGT Update for operation account codes training

BGT Update for salary account codes training

WACUBO conference - Higher Education Budgeting

Fiscal Management Certificate (June 2010)

1. Payroll: The Basics
2. Payroll: Beyond the Basics
3. Managing Your Department's Money to Withstand Audit
4. Foundations of Fiscal Reporting
5. UW Purchasing Process
6. Good Internal Practices and Fraud Prevention Tips
7. Travel Process and Procedures
8. Facilities and Administrative Rate Calculation

University of Saskatchewan

Saskatchewan, Canada

College of Arts and Science

Bachelor of Arts

Major: Accounting

Graduation date: 21st May 1996

Okanagan University College

British Columbia, Canada

University Transfer courses

Dec 1992 - May, 1993

The University of Washington systems:

Advanced level in Ariba, PAS, Purchase Path, PaymentNet4, ARTRA, BGT, Fastrans, MyFD, OPUS, OWLS, EIS, EDW, OASIS, and ROME.

Computer skill:

Proficient in Microsoft Excel, Access Microsoft Word, Outlook, PowerPoint, QuickBooks, Internet search, familiar with Adobe Photoshop, 10 Key data entry.

Personal/Skills:

- Enjoy working surrounded with people
- Able to work under strict time and constraints
- Strong numerical and analytical skills
- Knowledge of QuickBooks for various analysis tasks and reports
- Work independently using decision-making and independent judgment
- Superior attention to detail and excellent time management skills
- Excellent judgment, critical thinking, discretion, and sensitivity
- Ability to work both independently and in a team setting
- Excellent written, verbal, and interpersonal communication skills
- Ability to maintain focus while dealing with constant interruptions
- Ability to prioritize work and meet tight schedules and deadlines
- Handle Multi-tasking while ensuring quality accurate work.
- Willing to learn and proactive
- Excellent interpersonal skills

- Enjoy working in diversity environment
- Helping other people solve problems
- Experience in trouble-shooting
- Excellent reputation with customers as a competent, knowledgeable, and helpful professional
- Honest, reliable, creative, and productive