

Liliana Bishop

☎ (562) 555-1847 ✉ liliana.bishop@example.com 🔗 linkedin.com/example/lilianabishop 📍 Long Beach, CA 90808

SUMMARY

Budget and business operations professional with six years supporting purchasing, account reconciliation, reimbursements, invoice follow through, and office administration in research and higher education settings. Workday procurement, Pcard administration, Concur expense reporting, Excel tracking, and **confidential records management** support accurate financial operations. Regular coordination with faculty, students, **laboratory personnel, administrative staff**, accounts payable teams, and outside vendors has built practical judgment around payment discrepancies and documentation gaps. Experience includes meeting and seminar logistics, faculty teaching support, deadline management, and independent follow through across competing requests. Clear written and verbal communication helps resolve issues without losing sight of service or accuracy. A steady, careful approach can support reliable purchasing, **financial administration**, and academic operations.

EXPERIENCE

Senior Business Operations Coordinator

January 2025 - Present

Pacific Horizon Research Center

Long Beach, CA

Lead purchasing, expense administration, account reconciliation, and office logistics for six research groups. Coordinate Workday transactions, Pcard activity, Concur submissions, supplier invoices, and confidential faculty and personnel records while providing dependable follow through for administrative leadership.

- Managed Workday requisitions, supplier invoices, Pcard activity, and reimbursements for six research groups.
- Reconciled account activity against purchasing logs and Workday records before **monthly financial reviews**.
- Resolved **invoice holds** with investigators, laboratories, **accounts payable**, and vendors, keeping orders moving.
- Reviewed Concur submissions for receipts, **business purpose**, coding, and **approval routing** before processing.
- Built Excel trackers for commitments, invoices, reimbursements, and follow up items, clarifying pending work.
- Coordinated seminars and **faculty teaching** support while protecting confidential financial and personnel information.

Business Services Coordinator

July 2022 - December 2024

Coastal State University Research Administration

Carson, CA

Supported purchasing and administrative services for laboratory and instructional programs. Translated faculty requests into documented procurement activity, monitored approvals, reconciled Pcard records, processed Concur reimbursements, and coordinated resolution with accounts payable and suppliers.

- Translated faculty requests into documented procurement transactions for laboratory and instructional programs.
- Prepared Workday requisitions and **supplier invoice requests**, monitoring approvals through completion.
- Reconciled **Pcard receipts** with transaction records before monthly close activities.
- Processed **faculty** and student **travel reimbursements** in Concur after checking required documentation.
- Resolved duplicate **invoices** and missing payments with accounts payable and suppliers.
- Organized seminar schedules, meeting materials, and **classroom support** requests while protecting sensitive records.

Administrative Finance Assistant

October 2020 - June 2022

Harborview Biomedical Institute

Torrance, CA

Provided purchasing, finance, and office support for biomedical research teams. Maintained transaction records, entered Workday requests, reconciled Pcard receipts, prepared reimbursement documentation, and supported seminars, meetings, faculty, students, laboratories, and vendors.

- Maintained organized records for supply orders, invoices, and departmental account activity.
- Entered **Workday procurement requests** after verifying supporting documentation and approval requirements.
- Reconciled Pcard receipts with **purchasing** logs, escalating unclear charges with concise evidence.
- Prepared research travel and supply reimbursement documentation using institutional standards.
- Maintained **Excel** transaction logs, **aging lists**, and reconciliation notes for business office follow up.
- Scheduled **research seminars**, prepared materials, and answered faculty, student, laboratory, and vendor inquiries.

PROJECTS

Research Purchasing Control Review 📅 2024

Mapped purchasing records, invoice follow up, Pcard documentation, and reimbursement checkpoints across research administration workflows. Work centered on accurate records, practical service, and timely resolution for academic teams.

Academic Seminar Operations Support 📅 2023

Coordinated meeting materials, seminar schedules, faculty support requests, and confidential administrative details. Project reflected a belief that reliable operational care gives teaching and research more room to succeed.

LEADERSHIP & AWARDS

- Recognized by administrative leadership for dependable follow through on sensitive purchasing and reimbursement matters.
- Commended by research stakeholders for clear coordination during invoice discrepancies and time sensitive procurement requests.
- Trusted with expanded support for six research groups after consistent accuracy across financial administration workflows.

EDUCATION

Bachelor's Degree in Business Administration

2020

California State University, Long Beach GPA: 3.5

Long Beach, CA

Coursework: Accounting, Financial Management, Business Communication, Operations Management

CERTIFICATIONS

- Microsoft Office Specialist: Excel Associate 📅 2023
- Workday Basics for Business Operations Certificate 📅 2022

TECHNICAL SKILLS

- **Procurement Systems:** Workday, internal requisitions, supplier invoice requests
- **Expense Systems:** Concur, travel reimbursements, supply reimbursements
- **Spreadsheet Tools:** Microsoft Excel, financial trackers, reconciliation logs
- **Office Applications:** Microsoft Word, Microsoft PowerPoint, Microsoft Outlook
- **Card Administration:** Pcards, receipt matching, transaction reconciliation
- **Accounting Operations:** Accounts payable, invoice monitoring, payment discrepancies
- **Financial Records:** Account records, purchasing logs, commitment tracking
- **Administrative Coordination:** Meeting logistics, seminar support, teaching activities
- **Communication Channels:** Written communication, verbal communication, interpersonal communication
- **Information Protection:** Confidential records, sensitive information, documentation controls

SKILLS

- | | | | |
|------------------------|------------------|-----------------------|-------------------------|
| • Financial accuracy | • Concur | • Communication | • Vendor coordination |
| • Invoice tracking | • Excel | • Confidentiality | • Travel reimbursements |
| • Workday | • Purchasing | • Deadline management | • Accounts payable |
| • Pcard administration | • Reconciliation | • Office operations | |

PROFESSIONAL AFFILIATIONS

- Research administration operations, supporting accurate purchasing and responsive service for academic teams.
- Higher education business services, connecting financial records with faculty, student, laboratory, and vendor needs.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST