

Audrey Dillon

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SUMMARY

Resource planning and higher education **operations** director with 11 years of experience guiding **complex budgets**, **personnel** finance, sponsored funding, ERP administration, and institutional planning. Translates financial and operational data into forecasts, controls, funding plans, and executive decisions for academic units. Leads collaboration with deans, department leaders, finance, accounting, payroll, human resources, purchasing, facilities, information technology teams, and grant principal investigators. Manages HCM queries, academic contracts, personnel charge audits, **cost share accounts**, budget loads, capital planning, and transaction review. Builds Excel and Power BI reporting, improves SharePoint workflows, develops practical policies, and trains leaders on purchasing, travel, hiring, card, and employment processes. Brings a steady, service focused approach that strengthens accountability and gives academic partners clear information for sound resource decisions.

EXPERIENCE

Director of Academic Resource Management

July 2022 - Present

Riverton University

Columbus, Ohio

Directs college resource planning across operating budgets, personnel commitments, sponsored funding, technology refreshes, facilities priorities, and **long range initiatives**. Leads six staff members and partners with academic and central administrative offices on funding decisions, controls, reporting, and process improvement.

- Integrated operating budgets, personnel commitments, grants, **technology** refreshes, and facilities priorities into multiyear plans.
- Built Excel and Power BI models reconciling commitments, actuals, personnel projections, and available balances.
- Audited sponsored grant and cost share charges through HCM extracts, resolving dates, funding strings, and payroll issues.
- Validated faculty and **staff contracts**, salary calculations, funding sources, and personnel actions before system processing.
- Supervised six staff members, coaching budget controls, **purchasing** practices, personnel workflows, and stakeholder communication.
- Led funding plans for computing, laboratories, equipment, and space projects with **facilities**, **information technology**, and finance.

Senior Budget and Operations Manager

January 2020 - June 2022

North Coast College

Cleveland, Ohio

Managed academic operating and personnel budgets while coordinating ERP reporting, academic contracts, purchasing reviews, and administrative training. Connected departmental leaders with central offices through variance analysis, workflow reviews, and practical guidance on funding and **compliance**.

- Managed academic operating **budgets**, personnel costs, expenditure coding, forecasts, and year end commitments.
- Designed monthly variance reviews pairing ERP transactions with personnel **projections**, helping leaders address funding pressure early.
- Validated **adjunct appointment data** and enrollment based compensation through **HCM** queries across academic terms.
- Reviewed purchasing, travel expense, procurement, and card transactions for documentation, coding, purpose, and available funding.
- Trained academic leaders on financial systems, hiring workflows, purchasing controls, and budget interpretation.
- Documented **ERP** and contracting workflow gaps, then tested revised procedures with central administrative offices.

Budget Analyst

August 2017 - December 2019

Central Ohio Liberal Arts College

Delaware, Ohio

Analyzed departmental budgets, personnel costs, sponsored accounts, and capital needs for leadership and grant administrators. Produced traceable reports, supported internal audit requests, maintained controlled documentation, and helped academic teams plan equipment and facilities investments.

- Analyzed departmental budgets, personnel costs, and sponsored activity, producing forecasts and exception **reports** for leaders.
- Consolidated Excel, ERP, and **SharePoint** data, validating coding and maintaining controlled process documentation.
- Reconciled **payroll** charges with approved budgets and appointment records, preparing corrections for funding and salary issues.
- Prepared traceable financial schedules for **internal audit**, **accounting**, budget leadership, and grant administrators.
- Compiled **equipment** and facilities needs with estimated costs, funding availability, and timing constraints for planning.
- Created training materials covering budget entry, purchasing, personnel documentation, and recurring financial reporting.

Financial Operations Coordinator

June 2015 - July 2017

Midwest Metropolitan University

Dayton, Ohio

Supported academic unit financial operations through expenditure review, budget tracking, personnel documentation, procurement guidance, and recurring reporting. Built dependable spreadsheets and administrative routines that prepared the organization for broader **resource planning** ownership.

- Reviewed expenditure documentation, budget availability, account coding, and procurement requirements for academic units.
- Maintained appointment and budget spreadsheets tracking funding distributions, expected **payroll** charges, and follow up items.
- Produced recurring **Excel** reports from ERP data, highlighting commitments, spending patterns, and balances needing review.

- Coordinated faculty and staff **personnel** actions, confirming approvals and funding details before submission.
- Guided faculty and staff on **purchasing**, reimbursement, budget status, and administrative procedures using institutional policy.
- Supported annual budget preparation and year end close activities across academic **operations**.

PROJECTS

Academic Capital Funding Plan 📅 2024

Created a planning model for computing, laboratory, equipment, and space priorities, linking estimated costs, funding availability, timing, and leadership decisions.

Sponsored Personnel Charge Review 📅 2023

Structured recurring reviews of grant and cost share personnel charges, connecting HCM dates, payroll activity, funding strings, and correction support.

Administrative Workflow Review 📅 2021

Mapped contracting and financial workflows with central offices, documented control gaps, tested revised procedures, and clarified guidance for academic administrators.

LEADERSHIP & AWARDS

- Recognized by academic leadership for clear executive budget models and dependable funding projections.
- Selected for committee service supporting campus administrative process improvement and ERP contracting reviews.
- Trusted to supervise six administrative and classified staff across budget, purchasing, and personnel operations.

EDUCATION

Bachelor's Degree in Business Administration

University of Cincinnati GPA: 3.7

2015

Cincinnati, Ohio

Coursework: Financial Management, Business Analytics, Operations Management, Organizational Leadership

CERTIFICATIONS

- Microsoft Certified: Power BI Data Analyst Associate 📅 2025
- University Financial Management Certificate 📅 2023

TECHNICAL SKILLS

- **Budgeting Systems:** ERP accounting systems, budget loads, departmental budgets
- **Financial Analysis:** Excel, Power BI, variance analysis
- **Personnel Systems:** HCM queries, personnel actions, payroll reconciliation
- **Sponsored Funding:** Sponsored grants, cost share, grant accounts
- **Academic Contracts:** Faculty contracts, adjunct appointments, salary calculations
- **Procurement Tools:** Purchasing systems, procurement cards, travel expense systems
- **Collaboration Platforms:** SharePoint, Microsoft Word, Microsoft Teams
- **Reporting Methods:** Executive reporting, exception reports, financial schedules
- **Capital Planning:** Equipment planning, laboratory renovations, facilities planning
- **Compliance Controls:** Fiscal controls, internal audit, account coding

SKILLS

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|-----------------------------|-----------------------|---------------------------|-----------------------|
| • Resource Planning | • Fiscal Controls | • Contract Administration | • Project Management |
| • Complex Budget Management | • Sponsored Grants | • HCM | • Staff Supervision |
| • Financial Analysis | • Cost Share | • ERP Accounting Systems | • Executive Reporting |
| • Forecasting | • Personnel Budgeting | • Power BI Reporting | |

PROFESSIONAL AFFILIATIONS

- Member, Higher Education Budget Professionals Regional Working Group, 2023 to Present.
- Committee Member, Campus Administrative Process Improvement Council, 2021 to 2022.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST