

DANIELLE M. DEWEY

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PROFESSIONAL EXPERIENCE

Project Manager, University of Alaska Fairbanks, 2015-Current

University of Alaska Fairbanks is the consortium leader of the \$8.1M TAACCCT federal award. Preparing the Unemployed for the Mining Sector is an award that aims to prepare the unemployed to work in the mining sector. Audit of expenses over multiple institutions. Event planning, operational site visits, coordinate with external stakeholders, recruit program participants. Creation of recruitment materials.

Accountant/Buyer, Savannah State University, 2013-2015

Travel expense auditing of 10 functional areas comprising of over \$2 million annually, including cash advance reconciliation, clearing, and reimbursement vouchers for all university faculty and staff. Reconcile financial discrepancies with general ledger by collecting and analyzing account information using forensic techniques. Comply with federal, state, and local financial legal requirements by enforcing adherence to requirements, and advising management on needed actions. Facilitate booking of team travel needs, which comprises 14 NCAA Division I programs (approximately \$1 million in travel expenses per year). Negotiate with hotels, and contracted travel agencies to obtain services which best meet the needs of the athletics department, while also staying within department policies and budget constraints and a fiscally conservative culture.

Accomplishments

- Responsible for individual and campus wide training on travel policies and procedures
- Uncovered fraudulent expense submissions resulting in termination and recoupment of funds

Accounting Assistant, Savannah State University, 2012-2013

Responsible for scholarship account management: reconciliation and invoices. Implemented new processes and automation to facilitate database clean up and encourage continuous improvement. Prepared and posted journal vouchers into PeopleSoft Financials. Proficient in application of accounting principles and business procedures. Performed accurate and expedient data entry.

Accomplishments

- Level and scope of responsibilities superior to position, granted based on performance, proven skills and initiative
- Authored technical manual detailing the standard operating procedures for the scholarship segment of restricted funds
- Received outstanding marks on Performance Evaluation

EDUCATION

MBA General Management,
University of Alaska Fairbanks, 2018

BBA Accounting, Savannah State
University, 2013

SKILLS

Account Reconciliation, Cost Accounting, Restricted Funds, Advanced MS Office Suite proficiency, Aptitude for Business, PeopleSoft ERP software, Banner systems, QMenu, Familiarity with relational databases, FERPA, HIPAA, Functions well in diverse environment, Superior verbal and written communication skills, Articulate and well-spoken, Excellent planner and coordinator, Strong interpersonal skills, Innate ability to multi-task, State Purchasing, Federal/State regulations, compliance, Trade Shows

VOLUNTEER

Treasurer
Fairbanks Chapter – SCA, Inc.
2016–Present

Deputy Treasurer
Alaska Chapter – SCA, Inc.
2017–Present

Webminister
Alaska Chapter – SCA, Inc.
2016–Present