



Mary Hubbard

Business Administrator, Academic Finance and Research Administration

📞 (608) 555-2841 ✉️ mary.hubbard@example.com

🌐 linkedin.com/example/maryhubbard 📍 Madison, WI 53703

STRENGTHS

- ♥️ **Financial storytelling**
Turns budget results into practical guidance for directors and faculty, helping leaders see choices clearly during planning discussions.
- 📌 **Grant lifecycle ownership**
Managed proposal budgets through closeout, and became a dependable resource when award details or sponsor requirements grew unclear.
- ✍️ **Reporting improvement**
Replaced fragmented spreadsheets with consistent BusinessObjects and Excel views, giving colleagues a calmer path to monthly reviews.
- 💎 **Cross functional service**
Connected finance, Human Resources, procurement, and research teams during difficult cases, so issues moved forward with context.
- 💡 **Practical process leadership**
Documented approval paths and checklists after seeing repeated handoff gaps, making daily administration easier for program staff.

SKILLS

Budgeting Forecasting

Financial modeling

Variance analysis

Financial reporting

Grant administration

Pre award grants

Post award grants

Proposal budgets Award setup

Sponsor reporting Grant closeout

SUMMARY

Business Administrator with 8 years of progressive experience supporting **academic finance**, sponsored research, and shared administrative services. Leads annual budgeting, quarterly forecasting, financial modeling, variance analysis, procurement, internal controls, expense reporting, and decision ready reporting through BusinessObjects, advanced Excel, and **Google Sheets**. More than **5 years of grant administration** experience covers complex pre award proposals, proposal budgets, award setup, post award monitoring, sponsor reporting, compliance, and closeout. Partners with faculty, program directors, central administrative offices, Human Resources, finance, procurement, and research teams to resolve issues and guide resource allocation. Brings practical judgment to financial sustainability, workflow improvement, and administrative service quality across varied funding portfolios.

EXPERIENCE

Senior Business Administrator, Academic Finance

Lakeview University 📅 July 2023 - Present 📍 Madison, WI

Leads finance and research administration for academic programs and sponsored projects, connecting reporting, forecasting, compliance, procurement, and Human Resources support with sound operational decisions.

- Directed annual budgets and quarterly forecasts for **academic programs** and sponsored projects, clarifying funding risks.
- Built BusinessObjects reports and Excel models with **pivot tables**, improving decision ready financial visibility.
- Managed complex pre award proposals, award setup, post award monitoring, sponsor reporting, and grant closeout.
- Advised faculty leaders on resource allocation and multiyear spending scenarios, supporting sustainable financial plans.
- Documented procurement approval paths and **internal controls**, resolving **expense reporting** exceptions with central finance.
- Coordinated **appointment changes**, **financial coding** updates, job descriptions, and recruitment administration for program teams.

Business and Grants Administrator, Sponsored Research

Prairie State College 📅 May 2020 - June 2023 📍 Rockford, IL

Managed operating budgets and sponsored funding for academic and outreach programs, combining grant administration, forecasting, compliance guidance, and cross functional service coordination.

- Managed operating forecasts and sponsored funding plans, explaining material variances to program directors.
- Prepared **proposal budgets** and financial documents, coordinating routing, **award setup**, monitoring, and closeout records.
- Applied sponsor terms and **institutional policies** to purchasing, payroll allocations, expense transfers, and reporting questions.
- Created **Google Sheets** models with **complex formulas** and pivot summaries for staffing and spending scenarios.
- Coordinated Human Resources, finance, **procurement**, and research teams to resolve appointment and award issues.
- Standardized grant and finance checklists, improving handoffs and clarifying deadlines for faculty and staff.

Financial Analyst, Program Finance

Great Lakes Institute 📅 June 2018 - April 2020 📍 Milwaukee, WI

Internal controls Procurement

Resource allocation

LANGUAGES

English

Native

Spanish

Intermediate

MY CAREER



● Senior Business Administrator, Academic Finance at Lakeview University (3.2 Years)

● Business and Grants Administrator, Sponsored Research at Prairie State College (3.1 Years)

● Financial Analyst, Program Finance at Great Lakes Institute (1.8 Years)

Supported planning, **forecasting**, reporting, reconciliations, purchasing, and early sponsored project administration for education and community programs, building a strong foundation in financial controls.

- Supported annual planning and rolling forecasts, consolidating payroll, purchasing, and program assumptions into models.
- Produced **Excel** and **BusinessObjects** variance reports, tracing unexpected results to transaction detail for finance leaders.
- Maintained reconciliations and internal control documentation, identifying coding issues before monthly close.
- Prepared purchasing and **expense reporting** documents under institutional procedures, coordinating corrections with requestors.
- Developed spreadsheet templates with lookup logic, **pivot tables**, formulas, and validation controls for budget tracking.
- Organized proposal financial inputs and monitored project expenses, strengthening early **grant administration** capability.

PROJECTS

Sponsored Funding Portfolio Reporting 📅 2024

Created a consolidated reporting approach for sponsored awards, connecting budgets, commitments, available balances, forecasts, sponsor reporting, and closeout status for clearer portfolio decisions.

Shared Services Finance Workflow 📅 2023

Standardized finance and grant administration checklists across recurring processes, giving program staff clearer handoffs, documentation expectations, compliance checkpoints, and service support.

LEADERSHIP & AWARDS

- Certified Research Administrator recognition, 2024
- Selected as a trusted escalation resource for academic finance and sponsored research administration
- Recognized for improving reporting consistency and grant workflow handoffs across shared services

EDUCATION

Bachelor's Degree in Finance

University of Wisconsin Whitewater 🎓 GPA: 0 📅 2018 📍 Whitewater, WI

Coursework: *Financial Accounting, Corporate Finance, Managerial Accounting, Financial Analysis*

CERTIFICATIONS

- Certified Research Administrator 📅 2024
- Microsoft Office Specialist, Excel 📅 2024

TECHNICAL SKILLS

- **Financial Planning:** Annual budgeting, quarterly forecasting, financial modeling
- **Financial Reporting:** Variance analysis, management reporting, decision ready reporting
- **Spreadsheet Applications:** Microsoft Excel, Google Sheets, pivot tables
- **Advanced Formulas:** Complex formulas, lookup logic, validation controls
- **Business Intelligence:** BusinessObjects, report development, reconciliation checks
- **Sponsored Research:** Pre award grants, post award grants, grant lifecycle
- **Grant Compliance:** Sponsor requirements, federal regulations, institutional policies
- **Award Administration:** Proposal budgets, award setup, financial monitoring
- **Research Reporting:** Sponsor reporting, funding forecasts, grant closeout
- **Financial Controls:** Internal controls, approval paths, documentation reviews
- **Procurement Operations:** Purchasing procedures, expense reporting, expense transfers

- **Human Resources Support:** Appointment changes, financial coding, recruitment administration
- **Planning Analysis:** Resource allocation, strategic planning, sustainability analysis
- **Administrative Systems:** Shared services, central offices, workflow checklists
- **Stakeholder Support:** Faculty advising, director guidance, issue resolution

PROFESSIONAL AFFILIATIONS

- Research administration professional community participant
- Academic finance and business administration peer network member

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST