**Erica Moore**

Ea52100@gmail.com

I am a highly organized and detail-oriented professional seeking to leverage my expertise in grant management, budget analysis, and providing efficient administrative support. With over ten years of combined experience in higher education and healthcare administrative support, I possess the knowledge and expertise to meet and exceed the qualifications for this role

**EDUCATION**

**University of West Georgia**, Carrollton, GA

Master of Science in Integrative Health and Wellness May 2024

Bachelor of Science in Health and Community Wellness December 2022

**EXPERIENCE**

**Post-Award Specialist,** *University of West Georgia*, Carrollton, GA October 2023 – Present

* Manage the post-award administration of grant contracts, terms, and conditions, including financial reporting, budget analysis, and compliance monitoring
* Collaborate with grantors, principal investigators, and finance teams to ensure accurate and timely submission of financial reports
* Conduct regular financial audits to verify compliance with grant terms, policies, and regulations
* Provide training and support to project teams on grant compliance and reporting requirements
* Streamline financial processes to enhance efficiency and accuracy in post-award activities
* Maintain up-to-date knowledge of grant regulations and changes in funding agency requirements
* Collaborate with team members and stakeholders to ensure effective communication and coordination with post-award management

**Administrative Support- Senior,** *University of West Georgia*, Carrollton, GA April 2023 – October 2023

* Organized and managed the Executive Director of Research and Sponsored Projects calendar, efficiently scheduling appointments, meetings, travel, and events
* Coordinated and prioritized requests for the executive's time, ensuring optimal use of their schedule
* Handled meetings, conferences, and events logistics, including venue bookings, catering, and audiovisual requirements
* Maintained confidentiality and discretion in handling sensitive information and communication
* Created and maintained an organized system for filing and retrieving physical and digital documents, ensuring easy access and confidentiality
* Followed up on action items and deadlines, ensuring timely completion and accountability
* Supported executive-led projects by tracking milestones, deadlines, and deliverables
* Assisted in research and data analysis and prepared reports and presentations for project updates and progress
* Managed and reconciled departmental budgets
* Built positive working relationships with internal and external stakeholders, including staff, clients, and partners
* Served as a point of contact and liaison between the executive and internal/external parties, conveying messages accurately and professionally
* Handled general office administrative tasks
* Supervised Student Assistant and Graduate Assistant

**Administrative Support- Senior,** *University of West Georgia*, Carrollton, GA July 2019 – April 2023

* Managed all purchasing, hiring, travel reimbursement, and departmental budget management
* Supervised Student Assistants and Graduate Assistants
* Assisted with budget management and processed purchase requests for grant-funded projects
* Managed and reconciled departmental budgets
* Ensured compliance with state policies and procedures
* Maintained office equipment upkeep and inventory for the department
* Collaborated with faculty, staff, campus and community partners, and senior executives regarding daily departmental needs
* Implemented social media strategies on current social media platforms
* Planned all department events and participated in all Wellness events and initiatives
* Completed biometric screenings and fitness assessments
* COE-Distinguished Staff Award, 2022

**Patient Information Coordinator,** *Apogee Physicians*, Olean, NY September 2008- July 2019

* Provided administrative support to clinicians and hospital administration
* Created a daily report of patient load
* Completed medical billing and coding, insurance verification, and patient visits
* Trained an average of 15-20 new employees and provided oversight of other programs, traveling as needed
* Collaborated directly with management to assist with nationwide programs

**SKILLS**

* Grant Management, Financial Reporting, Budget Analysis, Compliance Monitoring, Stakeholder Collaboration
* Microsoft 365, Amplifund, DocuSign, PeopleSoft, Google Suite, Canva, Adobe, Zoom
* Multitasking, self-starter, quick learner
* High attention to detail, excellent communication skills

**CERTIFICATION**

* ACE Group Fitness Certification (valid until 2026)
* CPR (valid until 2026)
* Mental Health First Aid Instructor
* Collaborative Institutional Training Initiative (CITI)

**VOLUNTEER EXPERIENCE**

* Assisted with multiple health fairs for the Wolf Wellness Lab and Center for Integrative Wellness (2019-2022)
* PGA Tour Championship Merchandise Volunteer (2019,2021, 2022)
* Sport Management, Wellness, and Physical Education Wellness Champion (2021- 2023)
* Coordinated and worked on the "Golf to Fight Cancer" and "Girls Night Out" events (2017, 2018)