

SARA WOFFORD

University of West Georgia, Carrollton GA ♦ Richards College of Business ♦ swofford@westga.edu

EDUCATION

Fundación Asmoz, Online Education UNED Spain
Master in International Commerce Law, Concentration in Latin America August 2010
Thesis: *Economic Integration Models in Latin America and the Caribbean*

University of West Georgia Carrollton, GA
Master of Business Administration August 2008
Concentration in Economics

University of West Georgia Carrollton, GA
B.A. International Economic Affairs July 2007
Honors College Graduate

ACADEMIC EXPERIENCE

University of West Georgia Carrollton, GA
Economics Lecturer Oct 2019 - Present
• Teach Principles of Macroeconomics and Microeconomics

University of West Georgia Carrollton, GA
Economics Instructor, Part Time Jan 2015 – Dec 2015
• Taught Principles of Macroeconomics and Microeconomics

University of West Georgia Carrollton, GA
Graduate Research Assistant, Economics Aug 2007 – July 2008

PROFESSIONAL EXPERIENCE

Osmose Utility Services Peachtree City, GA
Senior Financial Analyst Mar 2019 – Sept 2019
• Coordinate and lead the annual budgeting and external auditing processes
• Prepare timely, insightful, and relevant analysis of financial results on a period and ad hoc basis
• Analyze financial data and provide recommendations related to potential mergers and acquisitions

Southwire Company Carrollton, GA
Senior Financial Analyst, International and SCR Nov 2015 – Feb 2019
• Prepare monthly financial business review for presentation to upper management
• Assist with the coordination of the annual budgeting and external auditing processes
• Manage the monthly close and reporting of results for the International and SCR divisions
• Prepare timely, insightful, and relevant analysis of financial results on a period and ad hoc basis
• Train and supervise Finance Rotation program participants, as well as other junior staff as needed
• Assist in preparation of financials for UK tax filing, as well as oversee proper payments to UK HMRC
• Prepare a monthly aging report and investigate issues with unapplied customer payments
• Drive divisional performance through analyzing profitability at both the segment and product levels

Southwire Company Carrollton, GA
Financial Analyst, International Oct 2014 – Nov 2015
• Assist with preparation of relevant analysis of financial results on a period and ad hoc basis
• Assist with yearly budgeting process, at both the cost center and divisional levels
• Perform duties related to the monthly close for the International division

Southwire Company Carrollton, GA
Costing and Planning Specialist, OEM Nov 2012 – Sept 2014
• Monitor OEM orders to ensure successful delivery and customer satisfaction
• Create and maintain accounting databases for raw materials and freight costing and pricing
• Analyze and correct inventory levels to ensure successful product allocation against customer demand

Southwire Company Carrollton, GA
Costing Analyst, OEM Oct 2010 – Oct 2012
• Responsible for costing Southwire's Electrical products, with a focus in OEM and specials
• Create and maintain costing databases using a combination of Southwire Systems and Microsoft Excel
• Communicate with plants and sales team to ensure costing, minimum runs and lead times are accurate

Southwire Company Carrollton, GA
International Account Manager Aug 2008 – Oct 2010
• Coordinate bids, quotations, orders, invoicing and expediting of shipments
• Develop and maintain a database of current economic conditions in Latin America and the Caribbean
• Assist in developing division's business plans, budgets and sales and marketing analysis for the region

C. H. Robinson Worldwide Inc. Atlanta, GA
Customer Service and Transportation Intern Nov 2007 – July 2008
• Generate leads for new business and establish customer relations
• Assist in sales, purchases, financial management and accounts receivable

SMALL BUSINESS PROFESSIONAL EXPERIENCE

Suttner Consulting LLC Carrollton, GA
Rental Property Manager June 2009 – Present
• Advertise rental vacancies and perform credit and reference checks on potential tenants
• Determine rental rates based on local surveys and estimation of overhead costs and taxes
• Negotiate lease terms and duration, collect security deposits and monthly rent payments
• Assist in maintenance of properties by investigating and resolving tenant complaints and emergencies

ACADEMIC RESEARCH

"Predicting the Market Value of Canadian and United States Firms", co-authored with Denise Colquitt,
Presented at the International Academy of Business and Economics, October 2007

LANGUAGES AND ASSOCIATIONS

- Fluent in Spanish, English and Catalan, Basic level of German and Portuguese
- Member, Beta Gamma Sigma and Omicron Delta Epsilon

OTHER SKILLS AND QUALIFICATIONS

- Expertise in development and delivery of Economics coursework in Online Blackboard Collaborate
- Proficient in Microsoft Office suite, IBM Cognos Analytics, SAP FICO and SAP Business Objects
- Advanced Microsoft Excel User (V-lookups, H-lookups, Pivot Tables, Advanced Analysis)
- Intermediate knowledge of BPC Reporting, Qlik, Adaptive Insights and Kronos
- Strong multitasking, verbal, writing, analytical, presentational, research and leadership skills
- Excellent interpersonal skills and multicultural personality, due to extensive international travel