**Erica Moore**

Ea52100@gmail.com

I am a highly organized and detail-oriented professional seeking to leverage my expertise in grant mamagement, budget analysis, and providing efficient administrative support. With over ten years of administrative support experience, I have the knowledge and expertise to exceed the qualifications.

**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

* President's List
* Dean's List
* Multicultural Achievement Award
* Ingram Scholar
* Honor Society of Phi Kappa Phi
* National Wellness Institute

**CERTIFICATION**

* ACE Group Fitness Certification (Expiration 2024)
* CPR (Expiration 2024)
* Mental Health First Aid Instructor
* Collaborative Institutional Training Initiative (CITI)

**EXPERIENCE**

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

* Manage the post-award administration of grants, 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 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.

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

* Organize and manage the Executive Director of Research and Sponsored Projects calendar, efficiently scheduling appointments, meetings, and events.
* Coordinate and prioritize requests for the executive's time, ensuring optimal use of their schedule.
* Handle meetings, conferences, and events logistics, including venue bookings, catering, and audiovisual requirements.
* Maintain confidentiality and discretion in handling sensitive information and communication.
* Create and maintain an organized system for filing and retrieving physical and digital documents, ensuring easy access and confidentiality.
* Follow up on action items and deadlines, ensuring timely completion and accountability.
* Support executive-led projects by tracking milestones, deadlines, and deliverables.
* Assist in research and data analysis, preparing reports and presentations for project updates and progress.
* Manages and reconciles (5) budgets within the department.
* Collaborate with team members and stakeholders to ensure effective communication and coordination with post-award management.
* Build positive working relationships with internal and external stakeholders, including staff, clients, and partners.
* Serve as a point of contact and liaison between the executive and internal/external parties, conveying messages accurately and professionally.
* Handle general office administrative tasks such as ordering supplies, managing office equipment, and maintaining records.
* Supervise (1) Student Assistant and (1) Graduate Assistant

**Administrative Support- Senior,** *University of West Georgia*, Carrollton, GA July 2019 - Present

* Oversees all purchasing, hiring, travel reimbursement, and departmental budget management
* Supervises (2) Student Assistants and (1) Graduate Assistant
* Assists with budget management and purchase request on (2) grant-funded projects
* Manages and reconciles (7) budgets within the department
* Ensure compliance with state policies and procedures
* Maintains office equipment upkeep and inventory for the department
* Collaborate with faculty, staff, campus and community partners, and senior executives regarding daily departmental needs
* Implements social media strategies on current social media platforms
* Plans all department events and participates in all Wellness events and initiatives
* Completes 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 daily report of patient load daily
* Completed medical billing and coding, insurance verification, and patient visits
* Trained on average 15-20 new employees and provided oversight of other programs, traveled if needed
* Collaborated directly with management to assist with nationwide programs

**SKILLS**

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

**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- current)
* Coordinated and worked on the "Golf to Fight Cancer" and "Girls Night Out" events (2017, 2018)