

DONELLA MOORE

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Accounting and Business Administration

HIGHLIGHTS OF QUALIFICATIONS

- 35 plus years in business administration and accounting field.
- Skilled in handling a heavy work load and fast paced work environment with the ability to multitask.
- Experience in many areas of the accounting and business administration field as well as event coordinating and human resources.

EXPERIENCE

Administrative Coordinator:

- Managed all State Accounts for the Institute for Disaster Management with regards to state, sales and service, and all other accounts. This includes reporting, reconciling, processing payroll, approving all financial transactions, budget management, grants management, budget analysis, etc.
- Handled all Personnel’s needed for IDM.
- Schedule and help coordinate all meetings in regards to room reservations, food needed and any other special request with regards to the gathering.
- Maintain and order all needed office supplies and deliverables for IDM research.
- Phone Representative for the IDM with regards to the monthly statement, work order request, and maintenance issues.
- Maintain all the finical files for the IDM by keeping all necessary correspondence and related documentation.
- Manage and oversee the annual inventory process for the IDM.
- Process all Touch Net Deposit of money for the IDM.
- Assist with training new employees, faculty, and students with OneSource and USG Connect.

Accountant:

- Responsible for processing and managing all the accounting aspects of the CTEGD on a daily basis. This includes paying invoices, processing purchase orders, entering all none employee payment request, preparing all travel reimbursements, managing journal vouchers and budget corrections.
- Help organize and coordinate all travel for visiting speakers, scholars, and guest to our department.
- Process all bi-weekly payroll for our department to include leave request and helping with any paycheck issues.
- Schedule and help coordinate all meetings in regards to room reservations, food needed and any other special request with regards to the gathering.
- Maintain and order all needed office supplies for CTEGD and labs.

- Phone Representative for the CTEGD with regards to the monthly statement, work order request, and maintenance issues.
- Maintain all the financial files for the CTEGD by keeping all necessary correspondence and related documentation.
- Serve as the CTEGD Business Manager back up when that person is on vacation or out of the office on travel.
- Manage and oversee the annual inventory process for the CTEGD.
- Process all Touch Net Deposit of money for the CTEGD.
- Assist with training new employees, faculty, and students with OneSource and USG Connect.

Administrative Associate II:

- Responsible for assisting the Associate Dean of Research, Innovation and Entrepreneurship with daily functions of the office and his calendar.
- Prepare any needed purchase request and payment request for the office.
- Help organize and recruit for the Innovation Factory Program that is started each semester.
- Track and help maintain the Associate Dean's financials on both state and grant accounts.
- Assist with project management in relation to the move to the new STEM Building.
- Created and help maintain all award data for the College of Engineering by pulling the information on a monthly basis from the Grant Portal so that per PI you can see their individual grant activity.
- Schedule and help coordinate all meeting for the Associate Dean and the Department.
- Assist and coordinate all itineraries for potential faculty candidates, seminar speakers and special visitors to the department and college. This includes correspondence and all invoicing after the fact.
- Participate in the College Intranet Working Committee.
- Active Member of the Research Advisory Team here on campus.

Accountant:

- Prepared all JV and GL paperwork that was needed by the Business Manager.
- Key person for PI financial reports monthly – would go over spending and available funds for grants and state accounts.
- Would assist and travel and lab reimbursements when needed.
- Would be available to assist other team members when called upon.

Administrative Specialist:

- Responsible for assisting the Department Head with annual evaluations, promotion and tenure.
- Coordinated the weekly PBS Seminar Series in the spring and fall of each school year. This included all travel accommodations, advertising of the event and catering of the refreshments and lunch.
- Coordinated all other event type gatherings for the PBS Department like retirement parties, holiday gatherings, off site conference meet and greets, etc.
- Prepared all needed payment request for department invoices, travel and employee reimbursement.
- Served as back up for all UGA Mart Orders needed by the department.

- Provided needed assistance to all students and faculty of the department when needed with regards to copying, ordering, reserving a conference room, department questions, etc.

Sr. Accountant – duties changed:

- Fiscal Responsibilities for the Dean's Office, Associate Dean Francisco, Associate Dean for Science Education, Research & Technology (Dr. Bartlett), Student Affairs, Instructional Design & Technology Office, External Affairs, Office of Continuing Professional Development & Outreach, Administrative & Network Technologies Office, Int'l Biomedical Regulatory Sciences and Clinical Trials Department and Experience Programs which include all aspects of business operations for these departments including state, sales and service, grants and all other accounts. This includes reporting, reconciling, processing payroll, approving all financial transactions, budget management, grants management, budget analysis, etc.
- Federal Work-Study Liaison for the College of Pharmacy.
- Telephone Billing for the College of Pharmacy.
- Management of state vehicle program, that consisted of 6 vehicles, including gas receipt reconciliation for the College of Pharmacy.
- Accounts receivables (MOU invoices, Student Affairs Income, Drug Discovery Billing) for the College of Pharmacy.

Sr. Accountant:

- Managed all State Accounts for the College of Pharmacy with regards to state, sales and service, and all other accounts. This includes reporting, reconciling, processing payroll, approving all financial transactions, budget management, grants management, budget analysis, etc.
- Handled all Personnel's needed on State Accounts for the College of Pharmacy.
- Managed all P-card transactions for all accounts with regards to tracking, validating and posting in CMAS for the College of Pharmacy.
- Handled all P-card purchases that are greater than \$1000 for the College of Pharmacy when needed.

Associate Accountant:

- Entered the College of Pharmacy daily transaction download of purchases, charges, and deposits into the CMAS System for monthly balancing.
- Prepared all needed check requests for payment of invoices for the Business Affairs Office.
- Maintained the Business Affairs Office general office supplies, bottled water, and other needed office materials.
- Coordinators of the College of Pharmacy vehicle check out system and handling of the keys.
- Handled all cash deposits with in the Business Affairs Office.
- Courier for all the payroll checks with in the College of Pharmacy.
- Handled all P-Card purchases made with in the Business Affairs Office.
- Back up accounting person for other departments when needed.

Administrative Associate I:

- Assist faculty with their day to day needs.
- Prepare travel statements for all faculty in CHDS for final processing.
- Oversee major projects for department i.e. APA Site Accreditation, organized the file process for DEFACS to make it more efficient and gave it easier access, coordinated and oversaw a 15 office move with regards to furniture, computers and files.
- Process daily mail and packages.
- Order needed textbooks and supplies for faculty.
- Assist GA's with their office needs so that they can perform their roles assigned by faculty.
- Schedule needed conference rooms within our department.

Administrative Assistant II:

- Prepared daily invoices for all work performed.
- Answered front office phone and assisted customers as they needed.
- Prepared daily, weekly and monthly reports for department.
- Ordered supplies for lab on UGA Mart or with P-Card.
- Paid all invoices as needed.
- Scheduled needed meetings and appointments.
- Assisted lab with any other tasked when needed.

Collections Manager:

- Over saw the day to day operation of the collections department.
- Prepared daily, weekly and monthly reports for management.
- Managed 28 employees of their daily activities on the collection floor.
- Prepared employee evaluations semiannually and annually.
- Over saw the training of new and existing collection employees.
- Prepared weekly collector work schedules to cover the operating hours of the collections department HR Manager.
- Handled all human resource functions for 50 employees.
- Handled all payroll functions for 50 employees.
- Prepared daily, weekly and monthly reports for the office director.
- Assisted the office director with the day to day operations of the company.
- Help coordinate and execute all employee functions of the company.
- Ordered weekly office supplies for the company.

Contract Administrator:

- Supported the construction, purchasing and decorating departments.
- Maintained contracts for 325 plus homebuyers.
- Prepared weekly and monthly reports.
- Sales Profiler Administrator.
- Trained all new employees on Sales Profiler.
- Approved and prepared all closing packages and HUD1statements for the final sale of every home.

Executive Administrative Assistant:

- Supported the Vice President of Domestic Operations.
- Processed accounts receivable and payables for our division.
- Processed bi-weekly payroll.
- Prepared monthly and annual budgets.
- Scheduled appointments and meetings, routed incoming calls and visitors of the office.
- Maintained and printed various reports on a daily, weekly and monthly basis.
- Maintained all employee files, vacation schedules and evaluations for our division Human Resource Administrative Assistant/Payroll Administrator.
- Maintained bi-weekly payroll for 350 plus employees.
- Documented employee benefits usage and absenteeism.
- Coordinated bi-weekly Open Forum meetings and refreshments.
- Conducted telephone reference verifications and predictive index on new applicants.
- Ordered all office supplies for the HR and Payroll office.
- Maintained and printed various reports on a daily basis.
- Provided HR and benefit information to employees when needed.
- Helped coordinate employee functions and group meetings.

Leasing Agent:

- Maintained all leases and contract files.
- Collected monthly rental fees.
- Conducted move-in and move-out inspections.
- Handled in coming phone calls and visitors.

Retail Staff Training Supervisor:

- Ensured policies and procedures were followed.
- Hired and interviewed employees.
- Prepared annual labor budgets.
- Coordinated volunteer groups for special events.
- Maintained personnel files and payroll preparation for 300 plus employees.
- Prepared course material for all needed training of the retail division.
- Conducted training for the Merchandise and Food Service Departments, Hospitality, Customer Service, Cashier and Office Personnel training.
- Supervised the cash flow department.

SKILLS

- Computer Software: Microsoft Office, Word, Excel, Word Perfect, Desktop Publisher, Power Point, People Soft, Kronos, Predictive Index, New Star, Sales Profiler, CUBS, CMAS, DocuWare.
- Office Equipment: Copiers, fax machines, multiline telephone systems, postage machines, printers.
- Succeed At - Multi-tasking, detail oriented, problem solver, quick learner, and understanding the need for confidentiality in the work place.
- Great at coordinating company events to include large banquets, class room size meets, to formal off location gatherings.
- CMAS, DocuWare, OneSource, UGA Mart, Touch Net, JV System, iLabs, Facilities Management, Kaba, Web DFS, TSO, People Soft; FMD Orders; Data Warehouse and the Cube.

WORK HISTORY

2023-Present – Administrative Coordinator, University of Georgia, Athens, GA - IDM
2022-2023 – Accountant, University of Georgia, Athens, GA - CTEGD
2021-2022 – Administrative Associate, University of Georgia, Athens, GA – Engr.
2021-2021 – Accountant, University of Georgia, Athens, GA - CVI
2018-2021 - Administrative Specialist, University of Georgia, Athens, GA – Pharm.
2017-2018 - Sr. Accountant, University of Georgia, Athens, GA – Pharm.
2015-2017 - Associate Accountant, University of Georgia, Athens, GA – Pharm.
2014-2015 - Administrative Associate I, University of Georgia, Athens, GA - COE
2012-2014 - Administrative Assistant II, University of Georgia, Athens, GA - GGF
2011-2012 - Collection Manager & HR Manager, CSA, Inc., Athens, GA
2003-2008 - Contract Administrator, Damascus Homes, LLC, Loganville, GA
2000-2001 - Executive Administrative Asst., Alltel, Alpharetta, GA
1998-2000 - HR Admin/Payroll Generalist, Qualex, Inc., Stone Mountain, GA
1996-1998 - Leasing Agent, Twin Lakes Management Corp., Lawrenceville, GA
1989-1996 - Training Supervisor, Stone Mountain, GA

EDUCATION & CERTIFICATIONS

Redan High School - 1988
Art Institute of Atlanta - 1993
How to Supervise People - 1994
How to Supervise Hourly Employees - 1994
The Supervisor as Trainer - 1994
Employee Training on Sexual Harassment - 1996
UGA Management Development Program - 1996
Kronos & People Soft Certification - 1999
Annual Briefing for Administrative Professionals - 2001
Administrative Professionals Day at UGA - 2014
High Impact Leadership Essentials at UGA - 2014
Plan, Prepare, React: Active Shooter Response Options for Higher Education at UGA - 2016
FACTS at UGA – 2017, 2021
Stop the Bleed: Bleeding Control - 2018
PeopleSoft – On going

OneSource – On going

PeopleSoft Travel & Expenses, Payment Request, Journal Vouchers, Accounts
Payable, Budget – On going

Journals, General Ledger, TouchNet, Grants Processing – On going

Administrative Professional – 2020

Introduction to Sponsored Projects – 2021

Virtual Supervisory Fundamental – 2021

Business Writing at the Georgia Center – 2021

Excel Certification Course online – presently enrolled