

Robin Brown
1005 Country View Lane Apt. 6G
Toledo, Ohio 43615
(419) 496-7700
Email Address - rbrown17@bex.net

QUALIFICATIONS

Solid managerial and administrative experience
Exceptional versatility and adaptability
Dedication and drive as a hard-working individual
Excellent communication and team-building skills
Excellent ability to manage multiple tasks in a pressured environment
Exceptional Microsoft Word, Excel, Access and Projects skills

PROFESSIONAL SKILLS

STATE AND FEDERAL GRANTS

Co-wrote and managed several state and federal grants over (5 million)
Prepare progress and final reports for funding agencies
Oversaw data collection and evaluation plans
Followed Federal and State rules and regulation
Managed Carl Perkins Grant (1.8 million)

MANAGERIAL AND SUPERVISORY EXPERIENCE

Supervised office staff of 20
Interviewed and hired staff
Manage Accounts Payable (10 million expenses)
Prepare Board Briefs and Resolutions

INTERPERSONAL AND TEAMWORK SKILLS

Entrusted to process A/R funds for bank deposit
Entrusted to process confidential employee records such as salary changes,
Vacation/absenteeism reports and performance appraisals
Interacted with a wide variety of personalities while working with professors, faculty
and staff on grant and accounting related issues.

QUANTATIVE SKILLS

Completed quarterly and yearly grant reporting for State and Federal agencies
Prepared monthly G/L, J/E, A/R, A/P and budgeting reporting
Assisted in the monthly and yearly closing of the General Ledger
Reconcile subsidiary general ledgers
Reconciliation of Bank Statement (20 million)

Ms. Robin R. Brown
1005 Country View Lane Apt 6G
Toledo, Ohio 43615
(419) 476-7700
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COMPUTER SKILLS

Excellent knowledge in using personal computer with programs such as Microsoft Windows, Word, Excel, Access and PowerPoint and QuickBooks
Created and distribute professional reports using Access, Word and Excel

EMPLOYMENT HISTORY

Administrative Analyst 4
City of Toledo – Department of Public Utilities
06/2019 - present

Senior Grant Account
Harbor
07/2017 – 9/2018

Accounting Manager/Grant Supervisor
Metroparks of Toledo
6/2012 – 7/2017

Perkins Coordinator/Building Administrator/Banner Systems Specialist
Wayne County Community College District
12/2007 – 1/2010

Grants/Project Coordinator
The University of Toledo
3/2006 – 7/2007

Grants Accountant
The University of Toledo
1/2005 – 3/2006

Staff Accountant
Owens Community College
8/1997 – 12/2004

EDUCATION

University of Findlay - **Bachelors in Business Administration**
University of Findlay - **Masters in Business Administration**
Major - Organizational Leadership
Minor in Human Resources and Accounting

REFERENCES UPON REQUEST