

# LIZ STALVEY

1185 Gulfstar Drive • Winter Springs, Florida 32803  
Liz.Stalvey@ucf.edu • 407-342-5548

---

## Administrative and Financial Manager

---

### UNIVERSITY OF CENTRAL FLORIDA

Bachelor of Science, Accounting  
Delta Epsilon Iota, Academic Honor Society

Energetic, enthusiastic, multi-disciplined and self-motivated administrative and financial manager experienced in human resources and office management policies, accounting department operations, staff supervision, budgeting, forecasting and cost accounting. Accountable, dependable, motivated team player capable and eager to continually learn new technology and skills. Well organized, resourceful leader with the ability to meet deadlines and provide accurate and timely information with little to no supervision required. Industry knowledge and experience includes: academic, healthcare, construction, automotive, retail, agriculture, real estate, and residential development.

---

### CAREER EXPERIENCE

**Coordinator, Administrative Services** - *University of Central Florida, May 2013 to present*

**Program Assistant** - *University of Central Florida, June 2011 to May 2013*

Organizational leader who serves as the principal administrative support for the Chair of the Department of Industrial Engineering and Management Systems, College of Engineering and Computer Science.

- Manager of the administrative and financial operations of the department.
- Key consultant to department chair regarding the operations of the department. Responsible to exercise good judgment in decisions regarding office operations in his absence.
- Manages the chair's schedule and correspondences in a professional manner.
- Effectively interprets and communicates to faculty and staff UCF and state policies, procedures and deadlines to ensure the department is in compliance.
- Recommends and implements new administrative guidelines and procedures for the efficient functioning of department operations.
- Human resources liaison; responsible for recruitment, hiring processes and functions. Coordinator and manager of personnel search committees. Provides recommendations for department staffing based on the needs of the department.
- Accountable to supervise, mentor, counsel and provide feedback to department staff and work-study students. Recommends and implements performance improvement plans and administers the annual evaluations of staff members.
- Responsible for training of the department staff on UCF policies, departmental procedures and PeopleSoft applications.
- Approver and responsible fiscal officer on departmental accounts for purchase and travel requisitions, and purchasing card transactions.

*Continued...*

- Gather, administer and coordinate contract information for employment of graduate teaching assistants, graduate research assistants and faculty adjuncts.
- Submittal and approval of electronic personnel action forms (ePAF)
- Evaluates and recommends action to be taken on proposed departmental expenditures and budgets leveraging PeopleSoft skills.
- Develop, analyze and assist principal investigators (PI) with research grants' budget development and implementation via ARGIS and PARIS databases and PeopleSoft.
- Answerable for reporting of Faculty Annual Reports, Faculty Activity Reports and adherence to the faculty promotion and award programs' (TIP, RIA) deadlines and procedures.
- Oversees J-1 and HB-1 visa procedures in close communication with the International Service Center and legal representatives.
- Facilitates communication and works closely with department faculty members and other units within the College of Engineering & Computer Science in a timely and efficient manner. Trusted to exercise responsible decisions in dealing with confidential student, faculty and staff records and data.

**Accounting Supervisor** – *Healthcare Support Staffing, Winter Park, FL, January 2011 to June 2011*  
*Employment assignment - Fresenius Medical Care*

Manager of department responsible for posting cash receipts to medical claims for 73 kidney dialysis locations.

- Manage and supervise department staff for cash receipts/accounts receivable department.
- Responsible for personnel staffing and performance appraisals.
- Accountable to meet multiple financial deadlines monthly, providing accurate information in a fast paced environment.
- Evaluate accounts receivable, general ledger accounts, patient write-offs and bad debts for accuracy.
- Produce reports for internal and external audits of accounts receivable.
- Ensure compliance with governmental regulations.
- Evaluate explanation of benefits for out-of-network versus network contracts for payment accuracy and timeliness.
- Reconciliation of general ledger accounts between accounting systems: Medical Manager and SAP.

**Tax Specialist** – *H&R Block, Oviedo, Florida, November 2009-May 2010, Seasonal employment*

Skilled in the preparation of federal tax returns for individuals. Completed tax certifications in self-employment income, rental income, amended returns, and itemized deductions, as a brief summary.

**Administrative and Financial Manager** - *SMD Development, Inc., Orlando, Florida, August 1985 – June 2010*

Project manage and develop models for real estate development. Created spreadsheets to budget, forecast and track development and construction that saved investors millions in potential losses after the hurricanes in 2004. Leased and managed a portfolio of 10+ properties including a commercial complexes,

*Continued...*

private residences, cattle ranch and citrus grove properties with revenues of over \$1 million per year. Supervision of the commercial complex resulted in a 40% increase in revenue and 100% occupancy rate.

- Key role in human resource responsibilities. Hiring of personnel, evaluations and payroll reporting. Conduct feedback sessions and addressed personnel issues as needed.
- Project management and analysis of construction activities, budget and expenditures.
- Owner of all accounting functions. Coordinated monthly income statements, and balance sheets.
- Analyze and provide input and advice regarding the financial impact of proposed development contracts.
- Ensure compliance and reporting for tax and governmental regulations.
- Developed corporate and project-oriented financial strategies.
- Responsible for leasing of the property, including negotiations, collections, and supervision of property maintenance and repairs.
- Exercised judgment in the screening of applicants to lease commercial property to ensure high occupancy rates. Assessed and evaluated lease contracts.
- Completed seminars and workshops in property management, landlord\tenant laws, evictions and sales tax reporting and collection.
- Recommend and follow through on evictions; working closely with legal representation.

---

## SKILLS

### **Expert in Microsoft Office**

- Microsoft Word
- Excel (formula auditing, V lookup, pivot tables, solver)
- PowerPoint
- Access
- OneNote
- Outlook
- Visio
- QuickBooks - 10 years' experience
- Adobe Acrobat Professional
- Knowledge of SAP
- Financial and HR PeopleSoft modules
- ARGIS, PARIS and F&A DataMart
- Graduate financial system, ViewStar
- Faculty Activity System (FAS)

Notary Public, State of Florida  
Dale Carnegie graduate