

RESUME

MICHELE M. SAPP

EDUCATION

Present

University of Illinois: Springfield, Illinois

- Working towards a M.A. in Accountancy (estimated completion date Fall 2008)

May 2005

University of Illinois: Springfield, Illinois

- B.A., Major in Accountancy with a Minor in MIS
- Honors – Magna Cum Laude

May 2001

Lincoln Land Community College: Springfield, Illinois

- A.A.S., Accounting Major
- High Honors

EMPLOYMENT

May 2006 – Present

Administrative Specialist for the Institute for Legal, Legislative and Policy Studies, University of Illinois at Springfield, One University Plaza, Springfield, IL, 62703-5407.

- Budget creation for department funds (state, institutional, self-supporting, gift, grants and contracts); budget adjustments and monitoring; grants and contracts budget reconciliation; purchase order approval; voucher preparation and/or review; grants and contracts billing preparation; P-Card reconciliation; subcontract preparation and monitoring; contract preparation; liaison to funding agencies; payroll approval; maintenance of personnel appointments; implementation and monitoring of departmental policy and procedures; monitoring university policy; supervisory duties.

Aug 2004 – May 2006

Program Administrative Assistant for the Institute for Legal and Policy Studies, University of Illinois at Springfield, One University Plaza, Springfield, IL, 62703-5407.

- Budget creation for grants and contracts; budget adjustments and monitoring; grants and contracts budget reconciliation; purchase order preparation and review; voucher preparation and review; grants and contracts billing preparation; P-Card reconciliation; subcontract preparation and monitoring; contract preparation; liaison to funding agencies.

Oct 2001 – Aug 2004

Account Technician II for the Institute for Legal, Legislative and Policy Studies, University of Illinois at Springfield, One University Plaza, Springfield, IL, 62703-5407.

- Grants and contracts budget tracking and reconciliation; purchase order preparation; voucher preparation; grants and contracts billing preparation; P-Card reconciliation; subcontract preparation and monitoring.

1981-1999

Humbolt Oil, Inc. & Excel Energy Co., 1324 S. Spring St.,
Springfield, Illinois.

- Secretarial, bookkeeping, payroll, payroll tax returns, accounts receivable and payable, sales tax returns.
- Reason for leaving: Laid-off.

EXPERIENCE

Computer Software Systems/Applications

- Microsoft Office
- Quick Books
- Banner Financial System (UIS)
- View Direct, Eddie, FABWeb (UIS)
- ANA, PITR, PEAR, DART, Workflow (UIS)

Tax Reports

- Payroll (quarterly & yearly)
- Sales (monthly)
- W-2 and 1099 Reporting

Bookkeeping/Accounting

- General Ledger
- Bank account reconciliation
- Payroll, A/R, & A/P
- Financial Statements
- Budgeting (Preparation and Monitoring)

AWARDS

College Awards

- Sigma Beta Delta (UIS)
- 2001 RSM McGladrey, Inc. Award for Outstanding Accounting Student (LLCC)

PROFESSIONAL AFFILIATIONS

Memberships

- Institute of Management Accountants (Associate Membership)
- Illinois CPA Society (Student Membership)