

Kimberly A. Marshall

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PROFESSIONAL EXPERIENCE

Grants Coordinator for Solid Waste Management Division, Arkansas Department of Environmental Quality, North Little Rock, Arkansas (11/2014 – Present)

- Performs audits for all Solid Waste Landfill facilities within the State for disposal fees payable to the Department
- Maintains and oversees the Solid Waste Disposal Fees Program for the State, which includes waste measurements, disposal fees accrued, and developing documentation for reporting
- Analyses and reconciles engineering reports to waste receipt reports for solid waste facilities in regards to waste disposal within the landfill
- Reviews ticketing systems of landfills and out-of-state transporters for accuracy and transparency to state codes and regulations

Research Compliance Director of the Office of Research and Technology Transfer, Arkansas State University, Jonesboro, Arkansas (9/2012 – 6/2014)

- Oversaw the activities of the research regulatory committees (IRB, IBC, IACUC, and RLSC) to ensure compliance with federal, state and university regulations
- Had developed research policies and procedures that had institutional impact
- Prepared reports, assurances, and other communications for institutional regulatory committees to submit to federal and state oversight agencies which allowed the University to maintain their compliance
- Provided strategic input to the Vice Provost for Research and Graduate Studies as it related to faculty regarding responsible conduct of research, misconduct in research, export controls and questions of publication review
- Ensured compliance with Export Controls Regulations as it related to international travel, controlled equipment, deemed exports and re-exports, and intellectual property
- Coordinated with University Counsel, to advise faculty and University administrators on regulatory requirements related to research and export controls
- Established an institutional training program through CITI Program
- Conducted workshops and seminars on the use of human subjects in research, animals in research and export controls regulations

HEI Program Coordinator of College of Sciences and Mathematics, Arkansas State University, Jonesboro, Arkansas (01/2010 – 09/2012)

- Aggregated monthly, quarterly, and annual reports on university and foundation funds under the college umbrella
- Reviewed restricted funds for compliance of federal, state, and university regulations and policies
- Provided financial revenue and expenditure structuring and reporting for a research facility which allowed for long term sustainability

- Monitored all university, restricted, and foundation funds within the college totaling \$15 million per year
- Reviewed all financial documentation for accuracy and transparency
- Assessed and built budgets for grant proposals for external funding through federal, state, and private entities
- Trained departmental accounting staff within college to generate and prepare monthly reports and other financial documents
- Created financial spreadsheets for college and departmental reporting of monthly expenditures

Fiscal Support Specialist of Department of Biological Sciences, Arkansas State University, Jonesboro, Arkansas (11/2005 –01/2010)

- Monitored approximately seventy grants and departmental accounts totaling \$6.9 million per year
- Reviewed quarterly reports for external funding
- Purchased laboratory supplies and equipment for all teaching and research conducted within the department
- Initiated payroll and travel reimbursements for faculty, staff, and students in a highly productive department
- Provided budgets for grant proposals to obtain external funding
- Processed requisitions, budget transfers, journal vouchers, and expense transfers
- Reconciled and verified the department credit card with monthly balance of \$20,000
- Arranged summits and student camps for grants and research associations

Administrative Assistant of Delta Center for Economic Development, Arkansas State University, Jonesboro, Arkansas (09/2003 – 11/2005)

- Assisted in forecasting budgets for grants, contracts, and feasibility studies
- Prepared departmental travel reimbursement, requisitions, and cash transmittals
- Invoiced other departments on campus and business clients for services provided
- Created marketing tools and forms to recruit sponsorships for events
- Maintained clientele databases for mass marketing of services available to organizations

Office Manager of Integrated Telecommunications Services, Pearson-Vail, LLC, Jonesboro, Arkansas (03/2000 – 05/2003)

- Trained new and current employees on service and billing systems for company
- Reviewed regulatory compliance for state and federal laws in the telecommunications industry Developed price structure of the services provided by the company
- Compiled statewide sales tax from customer based sales
- Implemented a customer based billing and services programs
- Oversaw all monetary transactions, cash deposits, and reconciliation of revenues
- Arbitrated and litigated with SBC, CenturyTel, Arkansas Public Service Commission, agents and patrons
- Reviewed and disputed all invoices from purchased customer services to ensure accuracy of charges
- Ninety-eight percent proficiency rate in resolving billing disputes for customers and company

EDUCATION

Master of Public Administration, August 2012, Arkansas State University, Jonesboro, Arkansas

Bachelor of Science in Accounting, May 2009, Arkansas State University, Jonesboro, Arkansas

PROFESSIONAL AFFILIATIONS

Disability Rights of Arkansas, Little Rock, Arkansas

- Member of the Board of Directors since October 2011
- Treasurer of the Board from October 2012 to September 2014
- Audit Committee Chair since November 2014

ACHIEVEMENTS AND CERTIFICATIONS

- 2013: Certificate of Training for Complying with U.S. Export Controls by the U.S. Department of Commerce
- 2013: Certificate of Completion for College Business Management Institute by SACUBO
- 2013: Certificate of Completion for Develop an Export Management and Compliance Program by U.S. Department of Commerce
- 2011: National Honor Society for Public Affairs and Administration
- 2008: Distinguished Para-Professional Award

COMPUTER SKILLS

Microsoft Office Applications; SCT Banner; Quickbooks; Adobe Professional; Peachtree; ACT management database; ICS viewer; Jac Paintshop; Execeleron Comworks billing system; LSP telecommunications systems; LEX ordering systems; SBC Communications Enhanced Vertigate verification systems; Cayuse grant proposal program; NSF Fastlane; IRBNet; CITI Program; Visual Compliance and Grants.gov submission applications