

Nathan P. Brown

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Objective: To work alongside a diverse team with a culture of collaboration across roles, developing my skills to take on new projects as time goes on.

Skills:

- Data Management (Excel)
- Cash Flow Projections
- Federal Grant Mandate Compliance
- Effective Communicator
- Bloomberg Terminal Certified
- Human Computer Interaction

Education: University of Maine, Orono, ME Current GPA: 3.0 Graduation Date: December 2020

Bachelor of Science, Business Administration in Finance

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Accounting

Work Experience: Financial Coordinator, Virtual Environment Multimodal Interaction Lab, Orono, ME (April 2018 - Current)

- Kept track of changing federal and non-federal grant accounts, 15+ accounts.
- Reviewed grant parameters and advised on financial decisions regarding purchases of equipment and supplies.
- Researched and communicated guidelines associated with individual grants to directors.
- Recommend staffing placement (14 positions) based on payroll projections.
- Developed spreadsheets to maintain accurate account of grant spending for operational efficiencies and reporting.
- Understand VR/AR programming and financial needs.
- Human Computer Interaction (HCI) advising.
- Held daily discussions with developers.
- Advocated for funding.

Financial Coordinator, VEMI 10 Working in Emerging Technology Conference, Orono, ME (2018)

- Collaborated with other committee members
- Discussed possibilities and constraints on the conference budget

Crew Member, Dunkin Donuts, Clifton, ME (July 2016 - Sept 2016)

- In-store POS and drive-thru window service
 - Surpassed suggested drive-thru traffic metrics issued from DD
 - Communicated verbally with other crew members to promote a positive work environment and achieve daily goals
 - Cashed out my till with daily values ranging from \$250 to \$700
 - Closed the establishment and prepared supplies for the next business day
- *Recognized for outstanding performance with an offer for a shift leader position.

Other

Experience

Air Force Junior Reserve Officer Training Corps, 2012-2016 Commander of the color guard 2012-2016

- Tuskegee Honorable Airman award for outstanding performance within the corps 2012 **Cadet 2nd Lt., Logistics Officer 2016**
 - Kept accurate records of student uniform inventory for all school participants.
 - Replenished supplies directly from the Air Force using the WINGS portal.

Received the Distinguished Unit with Merit Award, presented to the top 10% of all AFJROTC, 2016