

Melissa D. Coghill, MBA

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PROFESSIONAL SUMMARY

High performing research administrator with 12 years of experience in business operations and grants management in higher education. Skilled in interpreting guidelines and regulations, developing process standards, and analyzing processes for improvements in compliance, efficiency, and effective training content for all stakeholders. Confident in ability to collaborate lead, communicate, and problem solve while fostering high-functioning working relationships. Committed to participative management style and using a 360 lens to problem-solving for continuous improvement in operations, change management, and compliance controls.

PROFESSIONAL EXPERIENCE

Purdue University

West Lafayette, IN

Senior Compliance Officer, Sponsored Program Services

*July 2021 –
Present*

- Collaborate and lead policy and process improvement committees for grant management and related business management functions as Subject Matter Expert for Research Quality Assurance; Travel, iLab/Recharge, Signature Delegation, Business Life Cycle of Accounts (BLCA) series
- Conduct and present internal Process Reviews for compliance and efficiency of process, making recommendations for corrective actions and timeline for process improvement to Associate Vice President and Executive Directors
- Revise Training Materials to maintain compliance of evolving requirements and to optimize process effectiveness and efficiency in areas of payroll, account management, procurement of goods and travel, managing recharge centers and other processes impacting daily operations in research administration
- Create and deliver training scripts used in live feed and recorded trainings for Sponsored Program Services and other collaborative training for both SPS staff and Business Management staff with audiences of 200+
- Prepare Single Audit policy and process survey responses for the University
- Complete audit packages and samples for Single Audit and External Sponsor Reviews of grant funds including Payroll, S&E, Indirect Costs, Income, and Subrecipient billings and payments according to Uniform Guidance, Agency Guidelines, Grant Terms & Conditions, and Purdue policy and guidelines

Business Manager, Biological Sciences, College of Science

***June 2015
July 2021***

- Manage departmental budget and discretionary funds of ~\$30M
- Strategize with Department Head and other Department Management & Professional Staff regarding financial health and policy to assist in effective operating decisions such as summer compensation, salary savings, cost share, right-sizing staff
- Advise Department Head, Faculty, and Staff on policy and process as needed for various levels of University policy, College policy, Sponsored Program policy, and Departmental policy
- Supervise staff of five, fostering communication and teamwork, assigning responsibilities, providing formal and informal performance feedback to optimize efficiency, effectiveness, and customer service to advance the goals of the Department and mission of the University
- Analyze, calculate, and revise Recharge Facility rates based on changing variables such as customer usage mix, added equipment and depreciation, and S&E and labor costs
- Approve expenditures over \$5,000 for appropriate allocation, allowable expense type, and availability of funds
- Audit job descriptions and offer letters for hiring Faculty, Management and Administrative Professionals, and Clerical/Service Staff
- Oversee Departmental Cost Share commitments of funds
- Compile Departmental Performance Evaluation ratings and analyze data for calibration in merit planning and distribution
- Ad Hoc reporting for Department Head and Director of Financial Affairs

***Manager, Travel Center College of Science & College
of Pharmacy Travel Center (Concurrent position)***

***December 2018 -
July 2021***

- Assess workflow for streamlining of processes to establish Shared Service Center for 10 Academic Departments and 2 College Administrative Offices comprised of Deans, Outreach, Diversity, Communications, IT, and Advising area staff within each College
- Create Standard Operating Procedures for processes including daily schedule, customer request intake, progress status, escalation for non-action, and reporting
- Determine content for customer friendly webpage of services, links to forms and additional resources, process flow, best practices, and FAQ's
- Draft Process Change communication for all levels of users
- Supervise Center employees, monitor volume and productivity, provide supplemental training, mentor, and trouble shoot daily

Research Account Specialist, College of Science

***January 2014 –
June 2015***

- Interim Business Manager, Discovery Park C3Bio Center (\$29M budget), Sep 2014-Feb 2015, concurrent position
- Interim Business Manager, Chemistry Department, Feb 2015-May 2015, concurrent position
- Conduct Projection Management Training for Account Managers and Specialists
- Train new Account Management Clerks in College of Science
- Manage fiscal activity of NSF Science Technology Center (\$48M budget)
- Advise Faculty on budgeting, staffing, expenditures, and Sponsor/Regulatory policy constraints
- Audit and approve purchases, effort reporting, and travel expenses for Faculty, Post Docs, and Graduate Students
- Approve personal and business payments for contractors, honorariums, reimbursements, journal posting corrections and justifications, funds received for gifts, and increments

SOFTWARE

- | | |
|-------------------------------|------------------|
| • Excel - Pivot Tables/Charts | • Concur |
| • PowerPoint | • Ariba |
| • WORD | • Coeus |
| • Adobe | • iLab |
| • Outlook | • SuccessFactors |
| • Teams | • Footprints |

EDUCATION

Indiana Wesleyan University

- Master of Business Administration
- Specialty in Human Resources Management

Purdue University

- Bachelor of Science Management, Major in Accounting
- Delta Sigma Pi Professional Business Fraternity

Society Human Resources Management (SHRM)

- Certified Professional