

Kristen Guinn

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Accomplished financial officer with nearly 15 years of experience in budget creation, analysis, and forecasting. Possessing well-developed analytical skills, with outstanding ability in creative problem-solving. Adept in strategic planning and evaluating and improving business systems and processes; maximizing efficiencies and optimizing resource allocation. Exceptional enthusiasm towards continuous service improvements. Regarded as an energetic, positive, and dependable individual. Demonstrated leadership abilities and teamwork skills.

Professional Experience

Administrative Staff Officer II (Department Financial Manager)

University of Kentucky, November 2013 to Present

- Fiscal and administrative management of State, Federal, Income, Gift, Enrichment, Endowment, and other funds totaling an average over \$15 million dollars per year. Support Department Chair and Program Directors to develop budgets, and to forecast expenditures and fund balances to strategically ensure maximum efficient and appropriate use of funds. Several Federal fiscal years have closed with less than .01% of budget remaining, allowing for additional staff, program development, graduate student research support, and greater faculty travel.
- Aid in the creation of grant proposals, with emphasis on budget narrative and overall cost planning.
- Designed unique reports based on the needs of each account owner that capture and synthesize information for greater understanding of the current and future states of accounts.
- Act as liaison and bureaucratic way-finder for Principal Investigators and staff with the Office of Sponsored Projects Accounting and University Financial Services to translate needs and requirements for compliance with university policies and procedures.
- Assembled and trained Purchasing Team for the Department with specific content knowledge to aid in the procurement of operational needs.
- Organized and delivered multiple Concur Training workshops for staff, faculty, and students. Also created enhanced training materials to walk individuals through each stage of report creation, including notes for pro-tips, best practices, and common mistakes to avoid.
- Founded the ad hoc Organization, Creativity, and Design Committee with the objective of increasing usable space. At present, three large rooms have been de-cluttered and restructured into meeting and spaces with access to smart tools for department program teams and students. Another room has been converted into an online workspace for delivering webinars and the creation of online learning materials.
- Facilitated the yearly creation of strategic budget plan for UK MG-CAFÉ Food Connection.
- Established a business structure for UK MG CAFE Food Systems Innovation Center and implemented use of Quick Books Pro software to better report their revenue and customer data. Engineered work-flow processes to better track the completion and payment of services.
- Involvement with various College committees including the MG-CAFÉ Mentorship Program and MG-CAFÉ Staff Council, as well as Department Support Committee.
- Nominated by several members of the Agricultural Economics Department for MG-CAFÉ's Dr. Lisa P. Collins Outstanding Staff Award each year from 2017 to 2019. Won the award in 2020.

Administrative Assistant

Microbiologics, May 2007 to November 2013

- Responsible for creating, maintaining, and updating 5000+ customer accounts. Corresponding with domestic and international distributors/customers concerning pricing, complaints, product inquiries, and other various needs.
- Created multiple quick-reference reports for more fluid communication with management personnel.
- Improved processes for obtaining and confirming customer orders, increasing customer satisfaction and reducing in-house mistakes. Constructed standardized system for acquiring information and resolving customer complaints.
- Entrusted with securing documentation for security-controlled products. Reinvented protocol for obtaining the required documentation. Increasing ease and efficiency for completion of paperwork, the number of agreements received, and product being sold.
- Methodically implemented price changes and catalog updates.
- Coordinated several fun activities to boost team morale and increase socialization between multiple departments as part of the Social Activities Team.

Assistant Manager

Earthwood Furniture, Inc., August 2005 to May 2007

- Consistent and professional track record in customer service and sales. Skilled in building and maintaining excellent relationships with clients based on honesty and integrity. Recognized for exceptional ability to work with difficult clientele.
- Developed strong industry networks working with wholesale vendors while creating and confirming purchases orders and logistics.
- Responsible for training, supporting, and encouraging new associates.
- Increased accessory sales by 60% by monitoring and analyzing customer preferences and designing eye-catching displays.
- Entrusted with price integrity: updating or creating price pages for wholesale and retail, updating all in-store price tags, and creating price tags for new merchandise. Redesigned price tags for greater customer understanding.
- Conceived and coordinated recycling program- cutting waste by 75%.
- Reorganized stockroom floor plan increasing associate efficiency.

Computer Skills

Tableau, SAP, Concur, Business Warehouse, Zoom, Quick Books Pro, Microsoft: Excel, Outlook, Teams, Word, and Power Point

University of Kentucky Certifications

University SuperVision, Experienced Leader Academy, Essential Leader Program, Finance and Administration Specialized Training, Finance and Administration Financial Foundations Program (Finance & HR), College Business Management Institute

Education

Bachelor of Fine Arts from the University of Kentucky, College of Fine Art