***Esther C. Moon***

***estherm@asu.edu***

**EDUCATION:**

Masters of Applied Ethics in the Professions of Science, Technology & Engineering

Arizona State University, School for the Future of Innovation in Society, Anticipated graduation date May 2018

Bachelor of Science, Political Science, Arizona State University, College of Liberal Arts and Sciences, August 1991

Associates in Arts and Associates in General Studies, Mesa Community College, May 1986

**EMPLOYMENT:**

***February 2017 to Present, Web Content Assistant,***

***Arizona State University, Risk Innovation Lab, School for the Future of Innovation in Society***

* Developing web content of Risk Innovation Lab activity, profiles and output updates, maintain “lab book” pages on website, and research and post risk-relevant projects among RIL members.
* Assist with initiatives to develop risk related project support for the lab.

***August 2004 to June 30, 2014, Business Manager Senior (Retired)***

***Arizona State University, Study Abroad Office, International Students & Scholars, US Passport Acceptance Office***

* Oversight of operational accounts and fiscal year end process including balancing year-end figures, compiling and loading budget forecast information using Excel and the STAR Financial System. Track and record all fund transfers and develop personal services budgets to be loaded into STAR. Develop procedures for contracts and payment requests for Study Abroad instructor-led programs. Prepare reports on program and non-program expenses. Assist in developing profit/loss reports on Study Abroad Program.
* Oversight of personnel recruitment, hire and daily human resource needs, including processing and reviewing documentation on new hires Payroll Transaction Requests, offer letters, background checks, and new employee orientations. Making staffing and salary recommendations, process and monitor FMLA documentation, vacation and sick leave accruals, promotions, reclassifications, merit increases and payroll action requests for staff, including Summer Faculty payroll using PeopleSoft and Talent Acquisition Management system (TAM). Review and release Notice of Appointments and manage Departmental Time Administration and Payroll Reconciliation.
* The process, approve and monitor documentation on expenditures and revenues using Advantage, Advantage web-reports, and Studio Abroad based database. Review and approve financial instruments for wires, foreign drafts, and purchasing cards. Review and approve vendor contracts and sole source requests.
* Monitor Study Abroad financial activities including student program fee collection and expenditures. Manage personnel and operational expenses for International Students and Scholars Office, US Passport Acceptance Office and Study Abroad Office. Monitor accounting logs managed by business team staff for state and local budgets.
* Supervision of Business Manager for Study Abroad and the CGES Accounting Assistant, Administrative Specialist, and student workers and oversight of Center staff handling financials activities for Study Abroad, International Students and Scholars, and US Passport Acceptance Office. Operational supervision over staff fulfilling technical requests, capital requests, Activity Distribution Reports, cart and computer checkout and office equipment maintenance.
* Handle faculty registration at study abroad fairs and assist with planning and coordinating faculty training and orientation workshops for instructor-led programs overseas. Provide training for faculty in using Studio Abroad for tracking salary and financial information needed while abroad with programs.

***August 1999 - August 2004, Business Manager***

***Arizona State University, College of Liberal Arts & Sciences (CLAS) – Dean’s Office (.50 FTE)***

* Process financial documents for departments and the dean’s office including Research Incentive Distribution, Faculty Grant-in-Aid, Multi-Investigator Awards, Scholar-Citizen Awards, Quality Undergraduate Education Grants and all other college funding commitments using A1, TV, IX & J1 documents on Advantage and College and University Financial System (CUFS). Track and record all fund transfer documents using Excel.
* Prepare and maintain data on faculty start-up funds. Process transfers to departments for start-up allocations. Reconcile Dean’s Office local accounts. Work with assigned departmental staff within the college to monitor salary savings requests and spending. Prepare worksheets for merit and process merit increases using HRMS. Assist in processing payroll loading of merit increases where needed.
* Provide training support for administrative staff on Advantage Report Reconciliation and year-end closing and balancing.

***October 1991-May 1999, Business Operations Manager***

***Arizona State University, The Barrett Honors College***

* Budget oversight. Authorize and monitor expenditures and develop procedures for state, local and foundation accounts utilizing on-line financial system (CUFS). Process external requisitions, expense transfers, appropriation transfers and journal vouchers, PV’s, RX’s & PO’s. Prepare reports on spending, and make cost projections on Excel for budgetary and strategic planning. Advise area managers on financial matters. Provide recommendations to the Dean for expenditures on computing and classroom equipment and furniture. Advise staff on university policy and procedure. Monitor purchasing card activity. Develop and maintain Access database to track spending and provide longitudinal information on budgetary and personnel history for the college.
* Oversight of college personal services budget, payroll, and salary planning process utilizing Human Resources Management System (HRMS) and the salary planning database. Make recommendations for personnel, and staff training. Advise supervisors on disciplinary action. Assist with training on HRMS.
* Direct human resource issues related to merit, FLSA, FMLA, the disciplinary process and other human resource issues. Make recommendations to the dean for personnel. Coordinate staff requisitions, compensation actions, HPRI/HPR forms and other hiring documentation, staff training & disciplinary actions. Coordinate, monitor and advise on staff and faculty recruitment process. Review resumes, maintain position information and monitor position control reports.
* Oversight of college and residential facility issues regarding McClintock Hall faculty office space. Supervise and maintain quality control of grounds maintenance, general and emergency maintenance requests. Make recommendations to the Dean and college facilities committee on space requirements and Capital Improvement Planning. Process Capital Improvements. College representative on ASU Capital Projects Committee. The point of contact for Residential Life and Facilities Management on capital improvements and miscellaneous renovations.
* Supervise, coordinate and evaluate the work activities of a Computer Operations Support Specialist and Office Assistant. Supervise and manage the operations of the college student computer lab and fifteen computer lab assistants. Responsible for authorization and maintenance of the Business Operations Office budget as the area manager for college network administration and student computing lab.
* Assist Senior Program Coordinator and Development Officer with planning and coordinating Annual Centennial Lecture, Rhodes Lecture, convocation ceremonies and student town halls with the dean.

**May 15 - Aug. 15, 1991, Internship**

**Morris K. Udall, Member of Congress, Congressional District Two, Phoenix Office**

Responsible for securing confidentiality & representation waivers from constituents requesting Congressional representation with issues related to the Social Security Administration, Immigration and State tax issues. Responsibilities included contacting Congressional liaisons within various state departments to communicate complaints and set up follow up appointments with Congressional staff members.

**May 1990-May 1991, Administrative Assistant**

**Arizona State University, Deans Office, College of Extended Education**

Process financial documents using CUFS, monitor Dean’s Office supply room and restock monthly supplies for conferences and meetings. Reconcile operational account for the Office of the Dean. Responsible for coordinating meetings and assist with organizing lectures and presentations. Responsible for institute and train staff at the Downtown Center on using online registration for extended education classes. Responsible for tracking space usage and assisting with office space and equipment resources for staff.

**January 1990-May 1990, Administrative Secretary**

**Arizona State University, Management Department, College of Business**

Responsible for the supervision of two secretarial positions and three student workers.

Responsible for processing exams, syllabi and other forms of correspondence for faculty. Assisted graduate advisor with maintaining advising schedule and processing admission applications for new students accepted to the Management program. Monitor and order supplies and process financial documents for the department. Assist Administrative Assistant with department faculty search and review and tenure process.

**July 1987- January 1990, Secretary III**

**Arizona State University, E*nglish Department, College of Liberal Arts and Sciences***

Oversight of two secretarial positions, all responsible for handling incoming student phone calls and walk-in student traffic. Responsible for processing exams, syllabi and other forms of correspondence for faculty. Assisted undergraduate advisor with maintaining advising schedule and provide advising for English majors under the supervision of the advising coordinator. Responsible for managing process for faculty search committees and faculty tenure and review. Monitor and order supplies and process financial documents for the department.

**System & Computer Experience:**

Microsoft Word, Excel, PowerPoint, Outlook, Access, Character based and GUI Interface Advantage, Advantage Web Reports, ASU Interactive, PeopleSoft HR, Talent Acquisition Management (TAM), ASU Dashboards and Blackboard, PurchaseNet – Purchasing Card, WordPress and Studio Abroad web based applications.

**COMMITTEE AND PROFESSIONAL ASSOCIATIONS:**

SFIS Graduate Student Organization, AEP Representative 2016-2107

Member, Digital Citizenship Committee, Gilbert Public Schools 2015 to present

Member, Technology Integration Committee, Gilbert Public Schools 2015-2016

Member, Citizen Financial Advisory Committee for Superintendent of Gilbert Public Schools 2005-06

President, PSTO GPS Traditional Academy 2003-2005

Member, GPS Bond Committee 2003-2005

Search Committee Member, Director of Wellness Center search, 2000

President, University Career Women, 1998-99

Chairperson, Career Development Committee, University Career Women 1998-99

Board of Directors, University Career Women, 1997-98

Member of HR Ad Hoc Committee for Staff Recognition Day 1996

Classified Staff Council Representative 1990

Member, Reduction in Force (RIF) Policy Development Committee, 1990

Classified Staff Council, Presidential Appointee, 1989-91

**REFERENCES:**

Adam Henry

Director,

Study Abroad

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Previous Supervisor

Kathleen Fairfax

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Previous Supervisor

Andra Williams

Coordinator Senior

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Joseph Herkert

Graduate Chair

Teaching Associate Professor, Interdisciplinary Studies, Visiting Scholar, Genetic Engineering & Society Center

North Carolina State University

Lincoln Associate Prof. of Ethics and Technology (retired), Arizona State University

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