E. Ara Inabnit Heinz
206 Dogwood Dr.
Conway, South Carolina 29526
(843) 365-4532 mh2745@sccoast.net

OBJECTIVE A career in governmental procurement and/or grants administration

EDUCATION

AUBURN UNIVERSITY **Auburn, AL**
Bachelor of Arts in International Trade/Spanish, June 1999
Major GPA: 3.84/4.00 Overall GPA: 3.55/4.00

EMPLOYMENT HISTORY

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY **Conway, SC**

06/07 – Present ***Grants & Procurement Manager***

* Process all Requisitions, Pay Requests, and Purchase Orders
* Prepare, review, implement, administer, and manage all formal solicitations
* Work with multiple departments to ensure that purchases are approved and within budget
* Educate all levels of staff on procurement policies, rules, and regulations
* Coordinate with other departments to gather information for grant applications
* Prepare local, state and federal grant applications

01/05 – 05/07 *Staff Accountant*

* Process all Accounts Payable and payment to vendors
* Provide controls over and reconcile all passes sold
* Serve as Interim Benefits Administrator, thereby processing any changes to medical, dental, and supplemental insurance as well as changes to pension plans
* Process payroll (and accompanying changes) for 80+ employees on a biweekly basis
* Set up the direct deposit payroll method for entire company
* Assist with the A/R and the preparation of monthly financial statements
* Respond, in writing, to local, state, and federal agencies regarding various inquiries
* Effectively led an internal team responsible for determining ways to increase and reconcile revenue and ridership
* Chaired an administrative team responsible for compiling and presenting a detailed overview of the business to the Federal Transit Administration

09/03 – 12/04

COASTAL FEDERAL BANK **Myrtle Beach, SC**
Loan Servicing Representative

* Set up and maintained consumer/commercial loans in ClearTouch
* Maintained accurate records of changes made to existing consumer/commercial loans
* Reviewed the loan files when they arrived for all necessary documents
* Assisted customers with questions they may have regarding the billing statements

01/03 – 08/03

TEXAS INSTRUMENTS INCORPORATED **Attleboro, MA**
Capital Accounting Coordinator/Accounting Assistant

* Set up and maintain worldwide capital projects in SAP
* Compile and provide analysis of Sensors & Controls capital authorizations, expenditures, and capitalizations to corporate TI management
* Compile and provide analysis of quality metrics and marketing data of the 3 Sensors & Controls businesses for management

07/01 – 08/03 *Accounting Assistant*

* Provide financial accounting and control support to Sensors & Controls management
* Serve as Modplan data base coordinator for DB180/181, as well as backup database coordinator for DB06/499
* Assist with the Annual Plan for staff functions
* Provide analysis of cost center expenses to cost center managers
* Complete Oracle/SAP inquiries for Group staff functions when necessary

10/99 – 06/01 *Automotive Customer Service Representative*

* Utilized interpersonal/organizational/communication skills to provide services among automotive customers and multiple internal departments
* Helped manage the customer transition from obsolete devices to new devices, as well as line moves from the Attleboro plant to the Mexico facility
* Maintained accurate and up-to-date customer requirements and information, and when necessary, disputed poor customer ratings based on that data

AWARDS & RECOGNITIONS State of South Carolina Procurement Certificate Level II; Coast RTA 2008 Employee of the Year; Coast RTA General Manager Award of Excellence 2005

COMPUTER SKILLS Microsoft Word, Excel, Exchange/Outlook, SAP, Oracle, ClearTouch, LaserPro, MAS 90, Corel Draw

ACTIVITIES Pilot Club of Conway; Salkehatchie Summer Service

References Available Upon Request