

SHERRY S. SEARCY

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(313) 410-2644
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Business Manager

Dynamic Business Manager with a wealth of experience in managing the day to day office operations. Exceptional interpersonal talent and thrives in fast paced and challenging environments. Comprehensive knowledge of university policies and procedures. Proficient in the use of university systems including FMS Banner, WayneBuy, TravelWayne, WaynePM, STARS. Business professional that maintains integrity in the workplace. Expertise in problem resolution for internal/external customers.

CORE COMPETENCIES

- Customer Focused
- Building Relationships
- Training Team Members
- Analytical Skills
- Reconciliation
- Detailed Oriented
- Time Management
- Microsoft Office
- Cash Handler

PROFESSIONAL EXPERIENCE

WAYNE STATE UNIVERSITY, Detroit, MI

FP&M Design & Construction Services

Manager, Administrative & Support Services (02/2014-Present)

Provide supervision of the administrative and support service functions within the Department of Design and Construction Services. Performs operational and technical analyses of department performance and support to the Senior Director and management team.

- Provide direct supervision to the Design & Construction Services full-time clerical support staff as well as student assistants, including hiring, training, and handing out discipline action as necessary.
- Engage support from human resources, training, labor relations and business services.
- Oversee administrative tasks in support of university capital construction and renovation improvement projects.
- Assist with project management; conduct and support design and construction project management metrics, trends, and process evaluation, recommend and implement improvements. Ensure effective processing of contract and change order execution.
- Participate in the review, authorization and processing of payment applications and invoices; and project close-out tasks including restoration of unspent balances back to S/C/D; maintain the project tracking system (PTS).
- Actively participated and assisted in building and successfully implementing an access database that allows administrative staff to data enter and track vendor invoices.

WAYNE STATE UNIVERSITY (08/2012 – 02/2014)

OneCard Parking Service Center

Business Manager I

Assisted the Director with the management of the day to day operations of the OneCard & Parking Service Center.

- Managed and supervised the student assistance staff including overseeing the hiring process, coaching, providing work direction for assigned tasks, establishing work schedules, approving timesheets, and handing out disciplinary action when necessary.
- Maintained and prepared monthly parking reconciliation for Parking & Transportation weekly cash pick-ups.
- Process monthly Journal Vouchers for OneCard and Parking activities.
- Prepare monthly OneCard Analysis including the gathering of various preliminary elements that support the vast components involved in the reconciliation process.
- Serviced and maintained CSVT machines around campus including troubleshooting machine malfunctions. Counted and verified daily OneCard and Parking deposits to ensure accuracy and cash handling standards were adhered to.
- Participated and assisted the Director of OneCard & Parking Service Center in the University Admissions department freshman and transfer student orientation that entailed providing mobile OneCard photo id services for all incoming students.

WAYNE STATE UNIVERSITY, Detroit, MI 10/2001 – 08/2012

FP&M Business Services

Budget Analyst

Provided project managers and upper management with various information and reports regarding plant fund accounts.

- Reviewed discrepancies in account balances, and made recommendations for corrective action.
- Managed budgets to ensure over spending did not occur.
- Explained procedures. Ensured transactions were conducted properly.
- Reviewed and approved various forms (Purchases Req's, COR's, SPA's, and IRB's) and invoices for accuracy and completeness. Initiated online payments via Banner system.
- Set-up new plant fund accounts.
- Coordinated closure of plant fund accounts.
- Established and maintained relationships with internal and external customers.
- Provided direct supervision to one full-time employee and temporary staff.

EDUCATION

B.S., Business Administration
Wayne State University, Detroit, MI

TECHNICAL SKILLS,

MS Excel, Word, Access, PowerPoint, Banner, WayneBuy, TravelWayne, WaynePM, STARS