

# SUSAN D. DAWSON

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EDUCATION:            Princeton University, BA, History, 1986

George Mason University, MBA, January 1993  
Concentration: Management Accounting

## EXPERIENCE:

Princeton University, Department of Astrophysical Sciences (August 2001 - Present)

Department Manager. Managed facilities, staff, department budget, purchasing and research grants for a department with an annual budget of over \$7 million.

Princeton University, Department of Physics (April 1997 - September 2001)

Business Assistant to the Department Manager. Provided accounting analysis support, Monitored Borexino Project. Assisted Grants Manager on budget development, grants database design and maintenance, and tracked sponsored research travel and equipment expenses

MAP Project, Business Manager. Developed budgets, tracked expenses, controlled purchases, assisted in personnel recruiting, provided financial reports and acted as a liaison to NASA project management.

The Peddie School, (October 1995 - April 1997)

Administrative Assistant to the Head of the School: In addition to providing general office support to the Headmaster, organized and developed critical Board Reports, created and maintained faculty and board member databases, edited and computer formatted the faculty manual, and initiated a listserv for administrative staff among New Jersey Independent Schools.

Academy for Educational Development, (July 1993 - June 1995)

Program Associate, Office of the President , for a large, non-profit organization emphasizing human development through education, training, health, and social marketing. Received Team Management Award for contributing to the development of the Academy's 1994 Long Range Plan.

Gourmand, Inc., (March 1989 - January 1993)

Shipping Coordinator for international importer and distributor of gourmet foods.  
Worked full-time while obtaining MBA part-time.

Pathfinder Inc., (September 1986 - January 1989)

Assistant to the President/Jr. Consultant for international marketing consulting firm. Also served as Assistant Fundraiser for the Statue of Liberty Foundation .

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OTHER EXPERIENCE:

Voluntary Research Assistant for Dr. James A. Perkins, Chairman Emeritus ICED;  
Executive Secretary for the Director of Construction Management in the Office of the Architect of the Capitol;  
Temporary assignments in the U.S. Department of State and Embassies (have obtained Secret level security clearance).

SKILLS:

Comfortable with a variety of computer applications in both MAC and PC platforms including Access, Excel, and Word. Some familiarity with Unix environment. Experience with Peoplesoft financial and human resource applications and other web-base programs including several government grants & proposal development programs. Completed certificate in HTML authoring. Proficient in the French language. Experience living abroad.

INTERESTS:

Treasurer, Executive Committee, Friends of Princeton Track  
Member, Regional Princeton Alumni Schools Committee  
Recording Secretary, Steering Committee, Academic Managers Group, Princeton University  
Active Supporter of St. Hubert's Animal Shelter