

JESSICA A. SCHMIDT

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SUMMARY: Research, Finance & Project Management Professional with 20+ years of experience and a successful track record in large government, commercial and international finance and project management roles. Dedicated to exceptional service and known for being a proactive and results-oriented collaborator who works alongside the team to drive solutions. Demonstrated success with budgeting, expense reduction, business process development and strategic planning. Strengths include converting strategic direction to tactical execution, excellent communication and organizational skills, project management and report development.

SENIOR RESEARCH BUSINESS COORDINATOR

May 2018 - April 2021 – The Research Institute at Nationwide Children’s Hospital, Office of Sponsored Programs

- Serves as the primary point of contact for pediatric research investigators (57 FTE) and coordinates all financial aspects of research submissions for designated, complex Center(s) or Hospital Divisions – total budget of \$45M in internal and external research funding.
- Pro-active member of the grant support team, facilitates meetings as needed to effectively manage the grant portfolio
- Oversees research accounts and grant expenditures, tracks personnel effort commitments, and reviews allowability of purchases according to sponsor guidelines to maintain fiscal compliance
- Familiar with research funding mechanisms unique to the Center members (e.g., Federal, foundation, and pharma sponsored studies, etc.)
- Provides financial analysis to the Center Director and/or designees on a monthly basis of the grant activity within the Center. • Provides support for programmatic funding projects (i.e. T32, U grants, federal contracts)
- Assists with troubleshooting of complex issues related to budgeting, financial forecasting and analysis, and post award financial management.
- Assists with new hire training and onboarding

FINANCE MANAGER

Mar 2016 to Mar 2018 - Battelle Memorial Institute

- Partnered with executive leadership to drive positive financial results through strategic guidance, pricing and modeling.
- Drove the budgeting, forecasting, P&L statement generation and variance reporting for a business unit with \$250 million in annual revenues.
- Aligned with cross-functional leadership to redesign and implement a lean and cost-efficient finance support model, managing a team of 12 individuals.
- Assisted with business acquisition and merger for accurate GAAP and financial statement reporting. Developed and managed international subsidiary reporting.
- Partnered with Business Support Services peers to drive process improvement changes and efficiencies.
- 2015 Business Leadership Program Graduate; 2017-2018 Participant in Leadership Cohort Nominee & Participant; 2017-2018 Finance Mentor Program Mentor and Mentee Participant

SENIOR FINANCIAL ANALYST

Jan 2015 to Mar 2016 - Battelle Memorial Institute

- Provide fiscal awareness and strategic guidance to leadership using large data analytics, diverse modeling and comprehensive reports.
- Fiscal steward enforcing Federal Acquisition Regulation, Generally Accepted Accounting Principles and various corporate policies.
- Serves as a subject matter expert promoting the financial impacts of potential management decisions through constant communication with key stakeholders and technical staff.
- Create various ad-hoc financial tools and cost impact calculators for management's discretionary use.
- Generate and distribute monthly financial statements, perform account reconciliations and validate key performance metrics to leadership.
- Contribute to improved accuracy, efficiency and integration of financial and business data utilized in all of Battelle Columbus Operation's revenue generating business processes.

PROJECT CONTROLS ANALYST 3

Oct 2008 to Jan 2015 Battelle Memorial Institute

- Developed reporting for project managers and finance staff usage that provided timely financial and schedule variance analysis.
- Assisted in setting up work breakdown structures and milestone/schedule generation.
- Estimated costs and assisted with resource planning and loading.
- Developed integrated baselines for Earned Value Management.
- Facilitated close interaction with clients, subcontractors, and Battelle staff on all levels, but works primarily as the financial right-hand to the Project Manager.
- Supported the \$115M Midwest Regional Carbon Sequestration Partnership (MRCSP) project, which is a multi-million dollar contract with over 20 subcontracts and significant cost-sharing requirements.

CO-FOUNDER / CHAIR, BOARD OF DIRECTORS

2005 to 2012 Columbus Music Co-op, Columbus, Ohio

Co-created and chaired, board of directors of a not-for-profit 501c3 organization that supports the Central Ohio music community. Maintain and manage budget and all expenses for organization. Manage all communications, marketing, sponsorships and promotions.

- Developed long and short-term organizational strategic planning.
- Planned and implemented organization development, including successful execution of fundraising events which raised over \$35,000 annually.
- Designed and implemented educational workshops for Central Ohio musicians and artists.
- Successfully managed volunteers, including single-day count of 250+ volunteers with over 95% retention year-over-year.

EDUCATION: The Ohio State University, Columbus, OH --- BA, Journalism 2001

Ashland University, MBA – Finance (*started, not yet completed*)