

Todd William Fraser

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SUMMARY OF QUALIFICATIONS

Business management experience including: budgeting, recruitment, hiring, firing, payroll, supervision of staff, grant management, operational management, fiscal management, travel arrangements and processing, purchasing, main outside vendor contact, ensuring compliance of state, federal and University rules and laws.

EDUCATION

Bachelor of Arts, December 1997. University of Florida, Gainesville, FL.

Major: History.

Minor: Secondary Education.

EMPLOYMENT HISTORY

University of Florida, College of Public Health and Health Professions, Department of Occupational Therapy. Gainesville, FL. *Coordinator, Administrative Services III* – Chief Administrative Officer for the department. Responsible for overall management of departmental administration; management of all departmental budgeting, accounting and financials (including state allocations, cash funds, University of Florida Foundation funds, miscellaneous donors, as well as training and research funds ranging from \$2.5 million - \$5 million per year); development, submission and management of departmental business plans, contracts, and grants; department Human Resources Manager – responsibilities include: recruitment, establishing new positions, payroll and leave administrator for approximately 80 employees, maintain affirmative action compliance for Faculty, TEAMS, Teaching and Research, student and OPS positions; fee waiver administrator, faculty assignment/activity reports, space reports, Assist with grant preparation and handle submission through Peoplesoft, the Division of Sponsored Research and Contracts and Grants as well as the online Grants.gov and ERA Commons processes. Ensure that office equipment and supplies are on hand and meet the operational needs of the department. Responsible for all departmental purchasing requirements and ensure vendor compliance laws are followed. Maintain all property and telephone property records. Work with all employees in the department, Rehabilitation Science Doctoral Program and our contractual locations at Tacachale, Florida School for the Deaf and Blind and Columbia County Schools on travel requests and paperwork. Assist in the contract management (human resource, fiscal functions assist in negotiations) of our remote locations at Tacachale, FSDB and CCS. Supervision of Fiscal Assistant, student workers, and OPS staff. Records manager and UF Directory Coordinator for the department and the Rehabilitation Science Doctoral Program. Recommend ideas/policy changes to increase efficiency to chair and implement them with approval. Assist department chair and other faculty with special projects as requested. (01/12/2007 to present)

University of Florida, College of Public Health and Health Professions, Department of Occupational Therapy. Gainesville, FL. *Office Manager* – Manage the day to day business operations of the department. Responsible for all human resource activities for the department including: recruitment, establishing new positions, annual and sick leave, payroll (73 employees) and affirmative action compliance for Faculty, TEAMS, Teaching and Research, student and OPS positions. Assist in development of annual departmental operating budget. Manage departmental operating budget and maintain budget accountability of 41 departmental accounts including state allocations, cash funds, and training and research grants. Assist with grant preparation and routing through Peoplesoft, the Division of Sponsored Research and Contracts and Grants as well as the online Grants.gov and ERA Commons processes. Ensure that office equipment and supplies are on hand and meet the operational needs of the department. Responsible for all departmental purchasing requirements and ensure vendor compliance laws are followed. Maintain all property and telephone property records. Work with all employees in the department, Rehabilitation Science Doctoral Program and our contractual locations at Tacachale, Florida School for the Deaf and Blind and Columbia County Schools on travel requests and paperwork. Assist in the contract management (human resource and fiscal functions) of our remote locations at Tacachale, FSDB and CCS. Supervision of Fiscal Assistant, student workers, and OPS staff. Records management and UF Directory Coordinator for the department and the Rehabilitation Science Doctoral Program. Recommend ideas/policy changes to increase efficiency to direct supervisor. Assist department chair and other faculty with special projects as requested. (09/01/2000 to 01/11/2007)

University of Florida, University Personnel Services, Central Employment Center. Gainesville, FL
Program Assistant, Promoted to Personnel Representative and then to Coordinator of Personnel Services Coordinator, Personnel Services:

Employment Manager (Temporary Assignment) assisted the management team in day-to-day operation of Central Employment. Recommended and helped to implement policies and policy changes. Assisted department in both USPS and A&P recruitment for vacant positions. Daily communication with primary customers – continual customer service. Assisted with the supervision of 4 – 11 employees. Maintained and reviewed the applicant of interest recruitment listing. Distributed USPS positions to appropriate recruiters. Assisted Assistant Director with special projects as requested. Consulted with departments and employees on questions of employment policy and procedure to ensure the correct interpretation was followed. Assisted with ongoing training and development of new employees. *Personnel Representative:* Employment recruiter responsible for assisting departments in their recruitment efforts for vacant positions throughout the University. Daily communication with primary customers – continual customer service. Built/reviewed/maintained competitive applicant pools for departments. Daily use of ACCESS personnel software in a Windows NT environment using NERDC. Presented new employee USPS and A&P orientation. Presented training seminars on our ACCESS personnel software. Assisted in the training of new employees. Conduct career-counseling sessions. Conduct department visits to discuss needs, desires, concerns, policies and suggestions in the recruitment process. Work was completed independent of supervision. Processed all hiring paperwork. Helped create newspaper advertisements for department vacancies. Assisted interviewing applicants for USPS positions. Assisted the team whenever needed.

Program Assistant: Employment recruiter responsible for interviewing/screening applicants for USPS positions. Determined competitiveness of applicants for classes. Built and reviewed competitive applicant pools. Assisted departments in recruitment for vacancies and interpretations of employment laws and policies. Ran background checks and education verifications on potential employees. Assisted departments with advertisements for positions. Assisted in the training of new employees. Work was completed independent of supervision. Visited departments to discuss their needs and desires in the recruitment processes and determine how to assist them more efficiently in the future. Used ACCESS personnel software in a Windows NT environment using NERDC on a daily basis. Processed all hiring paperwork. Provided back up to the front desk, phones, IPC and assist team whenever needed.
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(01/25/1999 to 08/31/2000)

AWARDS & TRAINING

2005 University of Florida, Incentive Efficiency Program Award winner
2002 University of Florida Superior Accomplishment Award winner
2006 University of Florida, "Achieving Results"
2006 University of Florida, "Internal Controls at UF"
2006 National Council of University Research Administrators, "Grant Fundamentals Workshop"
2006 University of Florida, "Posting GatorJobs"
2006 University of Florida, "Bridges: DSA & Security Roles"
2006 University of Florida, "FMLA Review"
2006 University of Florida, "Budget & Commitment Control"
2006 University of Florida, "Reporting: Query Studio"
2006 University of Florida, "Introduction to ePAF"
2005 University of Florida, "Performance Management Overview"
2005 University of Florida, "FICA Alternative Info Session"
2005 University of Florida, "Time & Labor Auditing"
2004 University of Florida, "Distributions/Additional Pay"
2004 University of Florida, "eRecruit 1: Posting a Position"
2004 University of Florida, "Time & Labor Admin"
2004 University of Florida, "Time & Labor Overview"
2004 University of Florida, "Enterprise Reporting"
2004 University of Florida, "Grants 1: Create and Submit"
2004 University of Florida, "Grants 2: Advance Features"
2004 University of Florida, "Intro to Purchasing"
2004 State of Florida registered Notary Public
2003 University of Florida, "Change Management Conference"
2003 University of Florida, "TEAMS Administrative Review"
2002 University of Florida, "Cost Sharing & Cost Accounting"
2002 University of Florida, "Contracts & Grants – Fiscal Management"
2001 University of Florida, "Foreign and Domestic Travel"
2001 University of Florida, "Discover the Leader in You"
2000 University of Florida Sexual Harassment Trainer/Facilitator
2000 Microsoft Excel and Advanced Excel for the Power User Certificate
2000 University of Florida, Personnel Services Outstanding Employee for May 2000

2000 University of Florida, Supervisory Challenge Certificate
2000 University of Florida, "Teamwork"
2000 University of Florida, "Time & Stress Management"

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2000 University of Florida, "Using Performance Appraisals to Develop Productive Employees"
1999 University of Florida, "Coaching for Success"
1999 University of Florida, "Interviewing and Hiring"
1999 University of Florida, "Grammar Review"
1999 University of Florida, "Business Writing"

MEMBERSHIPS / COMMITTEES

State of Florida Notary – commission expires on 12/14/2008
College of Public Health and Health Professions Business Manager Committee Member
College of Public Health and Health Professions Research Administrator Committee Member
Department of Occupational Therapy – Leadership Committee Member and Coordinator

COMPUTER EXPERIENCE

Microsoft Office Suite including:
MS Access, MS Excel, MS PowerPoint, MS Word, MS Outlook, MS FrontPage
GroupWise
PeopleSoft
Novell Network
Quicken and QuickBooks
Adobe Photoshop
Adobe Acrobat
Internet Explorer
Netscape Navigator
NERDC, SACA, SACN
Web page design and creation
Build own computers/home networking experience

REFERENCES

Available upon Request