

## Dan Hine

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### EDUCATION

WESTERN GOVERNORS UNIVERSITY, Salt Lake City, UT  
Bachelor of Science – Business Management

April 2019

BUTLER UNIVERSITY, Indianapolis, IN  
Certified Financial Planner – Certificate Program

Beginning Spring 2020

### EXPERIENCE

UNIVERSITY OF MINNESOTA, Minneapolis, MN

#### **Finance Professional II**

June 2019 - Present

- Assist 65 faculty members in managing research accounts, professional development funds, and other University funding sources
- Oversee budgeting and expenditures of \$9M in sponsored projects, grants, and contracts provided by The National Institute of Health, The National Science Foundation, and other institutions and private companies
- Collaborate with department administration on annual budget preparation, entry, and close out
- Provide oversight of payroll process

#### **Executive Office and Administrative Specialist**

May 2017 - June 2019

- Provided workshops to departments across campus on how to integrate new reimbursement software into current business processes resulting in less faculty and staff confusion and faster payment times
- Improved workflow for faculty travel and guest artist grant process which reduced data entry requirements
- Provided training in Excel, Google Forms, and University policy to College of Liberal Arts financial preparers via monthly presentations and online video tutorials

UNITED STATES ARMY / MINNESOTA NATIONAL GUARD

#### **Operations Manager**

May 2014 - Present

- Implemented the use of Scrum methodology and Trello software for project management; increased team collaboration, work efficiency, and customer/client satisfaction
- Increased involvement in military and community functions by over 40% while remaining within budget guidelines through advanced planning and research of cost-effective measures
- Influenced the U.S. Army's decision to move the 9<sup>th</sup> Army Band from the interior of Alaska to Anchorage, increasing the Band's potential community relations impact by more than 300%

#### **Team Leader**

- Educated and mentored Soldiers to set, work toward, and achieve short/mid/long term goals
- Researched and became a subject matter expert on programs and policies such as education benefits, promotion, mental and physical fitness

UNITED STATES MARINE CORPS

#### **Assistant Financial Manager**

May 2005 – January 2013

- Oversaw purchase processes and maintained fiscal documentation for reconciling accounts
- Created curriculum for training programs on how to create purchase requests

### ADDITIONAL EDUCATION

- Administrative Leaders Program, University of Minnesota
- Advanced Leaders Course, United States Army

### AWARDS

- WGU Excellence Award in Business Ethics
- Army Commendation Medal for Superior Service
- Army Achievement Medal for Excellence in Leadership

### TECHNICAL SKILLS

- CompTIA Project+, Microsoft Office, PeopleSoft, Google G-Suite, Adobe Acrobat Pro, Asana