

MICHAEL BECK

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WORK EXPERIENCE

Accountant

August 2015 – June 2020

Arizona Office of the Governor – Phoenix, Arizona

- Manage numerous fund budgets, revenue draw processes, and accounts payable duties across multiple state departments
- Perform bi-monthly, monthly, and quarterly fund reconciliation procedures to ensure accurate accounting procedures
- Build relationships with fellow state departments and vendors to ensure government operates at the speed of business

Grants Auditor

August 2014 – July 2015

Arizona Office of the Governor – Phoenix, Arizona

- Aided in numerous federal grant application processes with the goal of awarding multi-year funding to eligible applicants
- Handled multiple sub-grant agreements with processing monthly reimbursement payments
- Traveled across the state visiting federal grant sub-recipients performing on-site financial audits

Finance/Accounting Intern

May – August 2014

Arizona Office of the Governor – Phoenix, Arizona

- Prepared 2016 fiscal year budget that encompassed revenue and expenditure data across more than 50 funding streams
- Participated in ongoing development, testing, and implementation of new grants management system
- Monitored federal grant sub-recipients for compliance with federal rules and regulations

INVOLVEMENT

Alumni Chapter President

July 2016 – Present

Valley of the Sun Mizzou Chapter – Phoenix, Arizona

- Coordinate and lead monthly board meetings with goals of creating a supportive environment for local Missouri alumni
- Perform alumni chapter tasks including high school scholarship awards, food drives, and school notebook donations
- Attend chapter events to build relationships among peers and fellow University of Missouri alumni

Alumni Board Member

June 2014 – June 2016

Valley of the Sun Mizzou Chapter – Phoenix, Arizona

- Scheduled and managed alumni gatherings to boost alumni participation in the Phoenix metropolitan area
- Raised donations throughout the year with intentions of sending local high school students to the University of Missouri
- Participated in monthly meetings with objectives of discussing chapter related goals and brainstorming new ideas

EDUCATION

Bachelor of Science in Business Administration

May 2014

University of Missouri

Emphasis: Finance and Economics

Division I Student-Athlete

Fall 2009 – Spring 2013

University of Missouri – Swimming and Diving

- Consistently improved athletic performance by setting high goals and personal expectations
- Developed comfort with communicating to a variety of individuals in any environment
- Earned respect and support of coaches and teammates by my commitment and dedication in achieving my goals

VOLUNTEER EXPERIENCE

Alumni Chapter Food Bank Donations

December 2014 – Present

St. Vincent De Paul Food Bank – Phoenix, Arizona

- Yearly goal of collecting over 1,000 pounds of food donations at organized college football alumni watch parties every year
- Achieved first place in total donation pounds while competing against fellow SEC alumni chapters the past three years

Alumni Chapter Notebook Donations

December 2014 – Present

Excelencia School – Phoenix, Arizona

- Collect notebooks and money donations to supply a class of 4th grade children's second semester classes
- Hold end of year parties for 4th grade class of children to help communicate the importance of attending college later in life