

## SKILLS

- Budget Development & Fiscal Strategy
- Procurement & Contract Administration (eVA & AFMS)
- Facilities & Project Coordination
- Data Analysis (SQL, Power BI, Microsoft Access, Microsoft Excel)
- Performance Metrics Implementation
- Financial Reporting & Reconciliation (InfoAdvantage, Ellucian Banner Finance, AFMS)
- IT Equipment Lifecycle Tracking & Replacement
- Grant & Foundation Expenditure Tracking & Reporting
- Capital Improvement Plan Drafting & Request Submission
- Technology Improvement Plan Drafting & Request Submission
- Facility Asset Management
- Facility Repair Request Over \$5,000 & MOU Compliance

## CERTIFICATIONS & PROFESSIONAL MEMBERSHIPS

- Certified Government Financial Manager (CGFM) Candidate – Expected July 2025
- Member, National Association of Government Accountants (AGA)
- Member, Government Finance Officers Association (GFOA)
- University Financial Management Certificate, 2023
- Federal Acquisition Regulation: Comprehensive Course, 2023
- Contract Administration Certification, 2023
- Ethics in Procurement, 2024, 2023
- Annual PCard Training, 2024, 2023
- SWaM Training, 2024, 2023

# MIASIA OSBEY

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## PROFESSIONAL EXPERIENCE

### OPERATIONS MANAGER

City of Norfolk Department of Slover

October 2023 – Present

- Successfully conducted FY 24 Closeout to include rendering subsequent payments dating from FY 2021 – 2024, repairing SWaM and contracted vendor-department relationships as result of outstanding invoices.
- Manage FY25 Adopted budget totaling \$3,816,685 (Personnel: \$3,027,116; Materials, Repairs & Supplies: \$33,450, Contracted Services: \$112,895), not including an awarded capital enhancement ensuring strategic use of allocations and compliance with municipal financial policies.
- Oversee, initiate, and/or approve all financial transactions in AFMS at the Bureau level (Level II) including Receiving Documents (RC), Invoicing Documents (IN), Direct Payments (GAX), Direct Orders (DO), Purchase Orders (PO) and Purchase Requisitions (RQS).
- Developed and implemented senior leadership budget tracking systems using Microsoft Excel, AFMS, and InfoAdvantage, ensuring real-time financial accountability.
- Wrote and recorded a 7-minute training video as a reference guide for leadership reviewing proper use of the object classes, their appropriation, and how to track expected vs. actual expenses on their spreadsheets.
- Created SOPs and executed performance metrics for the finance, facilities, IT/project coordination within the Operations unit, exceeding goals based on data-driven decision-making.
- Established Purchase Requestor's Manual and adapted the use of the state's Purchase Request form; provided training and guidance on PCard usage, tax-exemption and required documentation for compliance.
- Submit 5201 for Major Repairs, Capital Improvement and Technology Improvement budget requests based on findings of building inspection reports and lifecycle replacement recommendations.
- Advocated for Slover's MOU between General Services and The Slover, aligning Slover's role in the upkeep of Slover's capital assets totaling \$64,359,486.
- Manage and provide budget analysis of non-solicited funding for The Slover Annual Grants Plan. The Slover Library Foundation gifts upwards of \$150,000 annually. Generate fund analysis for Grants Office and quarterly reports for the Director.
- Assembled FY26 budget proposal to include Long-Term Forecasts, Base Budget Adjustments, Establishing or decommissioning activity and object codes, setting budget Performance Metrics, PB Catalog Adjustments, and Revenue Projections based on historical spend trends and Slover's program objectives.
- Cleaned, organized and analyzed historical and YTD raw data with Excel and Power BI to provide The Slover Director with evidence-based budget data insights answering inquiries from the City Manager and Deputy City Managers, Budget Office and Office of Finance at City Hall Budget Hearings in January 2024 and February 2025.
- Mentored Operations personnel, including the Accounting Technician II, Facilities Manager and Project Coordinator, and an Air Force SkillBridge establishing operational excellence and fostering leadership/professional growth.
- Leveraged SQL and Excel to analyze large data sets improving budget forecasting, financial reporting, and data accuracy.
- Utilized AFMS and InfoAdvantage for full budget reconciliation, employing journal entries and encumbrance reports to align program expenditures with quarterly financial goals.

# PROFESSIONAL EXPERIENCE (CONT.)

## ADMINISTRATIVE & OFFICE SPECIALIST III – FISCAL TECHNICIAN, SENIOR

Old Dominion University – ODU Global

July 2022 – September 2023

- Initiated and processed 49 purchase requisitions totaling \$6,473,502.02 for FY 23 for ODU Global Support, DL Online Course Development, VA Degree Completion Network, and other budget areas.
- Created \$311,449.31 worth of FY 23 Equipment Trust Fund purchase orders allocating new computer, audio visual, virtual reality, drone, and studio equipment to directly support ODU Global's contributions to the ODU's strategic plan.
- Built out and maintain complex Excel spreadsheets to track the status of purchase orders, recurring payments, and the receipt of goods and services.
- Researched Banner to review and reconcile encumbered funds, eReceiving, and payments.
- Implemented a new records management hierarchy for efficiency to be accessed by Budget Unit on a shared cloud drive and overhauled internal file storage according to the state's file retention standards.
- Completed \$104,216 in small purchases via the Bank of America's state credit card program to support the telecommunications and facility expenses at various in-state and out-of-state Old Dominion University sites for FY 23.
- Maintained departmental financial tracking in the Microsoft Access database to reconcile monthly budget reports.
- Researched and audited purchase orders and contracts with internal purchase requesters and vendors to ensure receipt of goods and services and prompt payment.
- Participated in Operational Efficiency Breakout Group 6 at the 2023 Inaugural Budget Summit.

## PR & MARKETING SPECIALIST II – COMMUNICATIONS SPECIALIST

Old Dominion University – Center for Coastal

Physical Oceanography (CCPO)

November 2013 – January 2019

- Promoted the Center for Coastal Physical Oceanography's educational, research, and community outreach programs
- Established and maintained relationships with university departments and external organizations, such as the Fellowship of Women in Science and local public/private schools in order to expand the Center's reach to diverse student populations
- Designed and updated CCPO's marketing collateral and its globally distributed newsletter to reflect ODU branding standards per guidance from the Office of Strategic Communication & Marketing
- Curated original social media video content with CCPO graduate students documenting their academic, research, and publication journeys within the Atmospheric Sciences programs
- Made purchases with SWAM and contracted vendors via CCPO Purchase Card in order to support marketing and information systems procurement needs (\$25,000 monthly limit, \$4,999 transaction limit)

## REAL ESTATE BUYER'S AGENT

Victory Allegiance Realty, Inc.

May 2019 – Present (Inactive: Referral Status)

- Distributed daily lists of compatible properties for active purchasing clients via My Matrix (CRM)
- Accompanied and counseled buyers during property tours and additional visits for inspections
- Scheduled and planned meetings between clients and selling agent to negotiate terms of purchase
- Prepared purchase agreements to initiate contract ratification process
- Established customer trust through effective communication, transparency and ethical business practices.
- Maintained a network of community partners in diverse industries, such as home repair, housekeeping, moving, home organization, general contractors, and interior design companies to aid clients in all stages of the homebuying process.