
Donavan F. Thomas

625 Piedmont Avenue, NE, Apt.106
Atlanta, GA 30308

Mobile Phone: (404) 884 - 8759

Email: dfthomas@dftbusiness-edservices.com

OBJECTIVE:

My objective is to utilize my experience in budgeting combined with my bookkeeping skills to achieve operational efficiencies for an organization. I will concentrate on establishing best practices in budgeting, improving service deliverables, and maintaining financial integrity.

CORE COMPETENCIES:

- Budget Development & Management
- Grant Management
- Budget Reporting
- Cash-flow Management
- Variance Analysis
- Bookkeeping

SOFTWARE EXPERIENCE:

I am proficient in financial and administrative software such as PeopleSoft, Workday, Oracle Financial System, MS Excel (including Pivot Tables, XLookup, Index_Match, and SumIF functions), MS Word, PowerPoint, Concur Travel & Expense System, Adaptive Financial and QuickBooks.

EXPERIENCE:

DFT Business and Education Services LLC

Owner, Lead Budget Officer and Bookkeeper, 12/2024 - present

625 Piedmont Avenue, NE, Unit 106, Atlanta, GA 30308

Collaborate with organizations to deliver comprehensive budgeting and operational services, ensuring that their resources are effectively aligned with the organization's strategic priorities. Our services include:

- **Budget Development & Management** - Work with organizations to develop budgets that align with their programs and overarching objectives. Oversee approved budgets to ensure expenditures are consistent with the allocated funds. Generate monthly budget reports that include variance analysis and forecasting.
- **Grant Support** – Collaborate with organizations to develop grant proposals, ensuring budgets are aligned with the proposal objectives and adhere to sponsor requirements as specified in the RFP, thereby enhancing their likelihood of securing the award.
- **Grant Management** - Supervise post-award financial operations within organizations to ensure that funds are allocated correctly and adhere to sponsor guidelines, thus safeguarding the organization's reputation and fostering trust.
- **Bookkeeping** – Perform fundamental bookkeeping tasks including posting transactions, managing accounts payable (A/P), and updating accounts receivable (A/R) records. Preferred software is QuickBooks.

Westat, Inc.

Senior Research Associate/Proposal Budget Analyst, 03/2024 – 11/2024

1600 Research Boulevard, Rockville, MD 20850

Supported the Education Studies practice in securing over \$100 million in project funding by collaborating with Proposal Managers, Technical Leads, Project Leads, Associate Vice Presidents, and Pricing staff to develop budget proposals and write budget narratives. Some key responsibilities included:

- Reviewing RFPs to identify pricing-related questions, assess potential proposal risks, and recommend strategies to address these risks.

- Compiling pricing data and coordinating with proposal teams regarding appropriate staff, subcontractors, consultants, and other non-labor items to include in the proposal budget.
- Engaging in budget discussions with subcontractors and consultants and liaising with the corporate proposal pricing unit to develop budget submission instructions for subcontractors and consultants.
- Reviewing pricing data submitted by practice staff, support units (e.g., IT, Graphics), subcontractors, and consultants to ensure accuracy, completeness, and compliance with RFP instructions.
- Participating in proposal kick-off meetings and leading initial price strategy and budget review meetings.
- Writing and or reviewing budget narratives to ensure assumptions align with technical proposals (e.g., staffing, IT needs) to maintain budget consistency.
- Developing adhoc reports and providing support in other areas as needed.

The National Academy of Sciences

Finance Business Partner (F/T), 06/2021 – 02/2024

500 Fifth Street, NW, Washington, DC 20001

Served as the financial expert overseeing grant management for projects under the Air Force Studies Board (AFSB), and the Boards on Infrastructure and the Constructed Environment (BICE). Some key responsibilities included:

- Providing monthly financial reports to Board Directors and Project Managers, detailing expenditure spending, variance analysis, and forecasting end-of-project spending.
- Preparing financial reports for sponsors of projects under the Air Force Studies Board.
- Collaborating with Board Directors to review and analyze staffing needs and their budgetary impacts.
- Managing pre-award and post-award activities for grant proposals. Developing proposal budgets, writing budget narratives, and ensuring proposals meet sponsor deadlines.
- Coordinating with the Office of Contracts and Grants to establish budgets for approved awards and close out awards at the sponsor's request.
- Utilizing Adaptive Planning to develop budgets, track monthly expenditures, and using Workday to approve travel expense reports, contracts, and more.

Higher Education Experiences

Between June 2015 – October 2018, I worked at American University and George Washington University, respectively, as a Finance Analyst.

At American University in the School of Professional and Extended Studies, I served as the finance expert and supported the Director of Financial Operations in managing a \$16 million budget. Some key responsibilities included:

- Developing a monthly budget tracking spreadsheet that enabled Program Directors to monitor their program's budget monthly.
- Collaborating with Program Directors to create cost-saving scenarios to resolve a \$2.6 million revenue shortfall.
- Working with Program Directors and their staff to develop budget models for new program initiatives as needed.
- Partnering the Faculty Coordinator to create a faculty tracking spreadsheet that monitored faculty based on their assigned programs, allowing for effective oversight and maintaining staffing integrity.

At George Washington University in the Athletics Department, Business Office, I served as the finance expert overseeing the budgets for several teams and administrative offices, with allocations ranging from \$10 million to \$100 million. Some key responsibilities included:

- Creating monthly budget reports in Excel to track year-to-date expenditures, explain variances, and forecast spending.
- Meeting with coaches and their Sport Administrators to review team budgets, provide prudent financial analysis, and recommend spending activities and budget status.
- Liaising with vendors to ensure timely payment for services provided and merchandise purchased.
- Coordinating with coaches to manage their team's travel schedule, reviewing and approving travel expense reports for coaches and staff in Concur.

Washington DC, Council Budget Office

Senior Budget Analyst (F/T), 09/2000 - 12/2010

1350 Pennsylvania Avenue, NW, Washington, DC 20004

Served as the budget expert reviewing and monitoring budgets ranging from \$10 million to \$500 million for various agencies under the purview of the committees on Education, Public Safety, and Public Works.

Discovered \$30 million overspending on the education budget and notified the Budget Director. Worked closely with the Budget Director to create talking points and ad-hoc reports as needed by the Chair of the DC Council. Other key responsibilities:

- Developed a centralized budget tracking report to provide real-time updates during the DC Council's budget review process.
- Consolidated all committee budget reports into a master spreadsheet for the Chair of the DC Council to review before meeting with the full Council to vote on the budget.
- Prepared talking points for the Chair of the DC Council to use during budget and legislative hearings.
- Monitored federal education and private grants. Liaised with the mayor's budget staff and agency directors to ensure grants were appropriately allocated and used.
- Performed monthly budget reviews by tracking year-to-date expenditures and forecasting year-end spending for agencies under my committee's purview.
- Met with the Budget Director to discuss variances or concerns during budget reviews.
- Reviewed agency budget reallocation requests to ensure compliance with operational policies and procedures.

EDUCATION:

I hold a Master of Arts in Economics, obtained in 1998, and a Bachelor of Arts in Economics, completed in 1995, both from the State University of New York at Albany. Additionally, I enhanced my skills by completing courses in Bookkeeping and Payroll Fundamentals in 2025.

AFFILIATION, ACTIVITIES & HOBBIES:

As a dedicated member of Alpha Phi Alpha Fraternity, Incorporated, I actively participate in volunteer activities, particularly those that support Youth Empowerment initiatives. For my personal development, both mentally and physically, I practice Aikido diligently. Additionally, I am passionate about travel and have had the privilege of visiting various countries, including Germany, Japan, Cameroon, Tanzania, among others.