

LaTonya L. Jordan, CPA, PMP, MPA

Haslam College of Business – Accounting and Information Management Department
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EDUCATION and CERTIFICATIONS

Tennessee State University, Masters in Public Administration (MPA)

Nashville, Tennessee — 2006, Certificate in Non-profit Management

University of Tennessee, B.S. in Business Administration, Major: Accounting

Knoxville, Tennessee — 2002

Project Management Professional (PMP)

Project Management Institute, License #1770680

Certified Public Accountant (CPA)

State of Tennessee, License #21370

ACADEMIC EXPERIENCE

Lecturer University of Tennessee

Knoxville, Tennessee — August 2017 -Present

Instructor for Financial and Reporting Analysis, Foundations of Accounting, Information Management, Foundations of Accounting (Revised)

PROFESSIONAL EXPERIENCE

Project Implementation Manager, Oak Ridge National Laboratory

Oak Ridge, Tennessee — 2011-Present

Project Controls manager for cross-cutting project incorporating 5+ groups and 130+ tasks (Additive Manufacturing Integrated Energy (AMIE) project); developed project plans for various WBCI projects including cost and resource estimates; manage logistics and events for AMIE project; manage Department of Energy (DOE) project funding for five project managers; routinely monitor funding and coordinate with project managers regarding funding status and overruns, provide routine and ad hoc financial analysis and reports timely; manage deployment, proposal, and promotional projects and related funding; Draft statements of work for subcontractors; manage subcontracts and related funding and deliverables; review and approve purchase requisitions and invoices; prepare monthly project status and cost reports for DOE Technical Managers; provide support to FEMP UESC program which includes assisting agencies with UESC projects and training through webinars; Managed communications task which included internal and external media; planned executed and managed national outreach events

Accomplishments

- Superior Performance Award – for contributions to the AMIE Project
- Managed \$6M budget to promote the DOE Building America Program
- Effectively managed \$3.5M in subcontracts
- Passed Project Management Professional Exam – December 2014
- Superior Performance Award – for contributions to Document Resource Team

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PROFESSIONAL EXPERIENCE CONTINUED

Senior Budget Analyst, Y-12 National Security Complex

Oak Ridge, TN — 2008-2011

Provided routine and ad hoc financial analysis and reports timely; routinely coordinated with the management of 16 groups within two divisions to estimate and develop budgets; conducted meetings to ensure management was familiar with budget process and information; analyzed past and present financial information to determine future costs and budgets; identified and solved financial problems in regard to labor, material purchases and burdened rates

Accomplishments

- Initiated team to provide SAP resources to new Business Analyst and improve team communication
- Reduced report development time by 95% by creating Microsoft Access reports, queries, and databases
- Trained financial team members to use improved reports
- Received CFO Above and Beyond, CFO Keystone, and Special Recognition Awards for process improvements
- Q Security Clearance
- United Way Campaign Treasurer 2010; Assistant Treasurer, 2009

Database Management Associate, East Tennessee Foundation

Knoxville, Tennessee — 2007-2008

Determined team member database uses and needs to develop effective standards; determined Foundation Management database capabilities to improve input and processing; trained and provided technical support for foundation team members; documented database improvement process for continuous improvement and succession

Accomplishments

- Streamlined processing by developing and implementing database input standards and policies
- Designed and customized reports for organizations use

Accountant 3/Auditor 2, Tennessee Department of Transportation

Nashville, Tennessee — 2003-2007

Examined general ledger to identify missing transactions or other errors monthly; reviewed accounting system entries to ensure transactions proper classification and recording daily; responsible for year-end reconciling and reporting; audited operational data and expenditures in regard to internal controls and contractual procedures; prepared internal audit narrative reports, work papers, and other supporting documentation

COMMUNITY ACTIVITIES

- Jack and Jill of America, Inc Knoxville Chapter – Treasurer 2020-2022
- The Restoration House, Board of Directors – Member