

Contact

www.linkedin.com/in/heather-ward-185b2b84 (LinkedIn)

Top Skills

Microsoft Office
Microsoft Excel
Microsoft Word

Heather Ward

Special Assistant, Office of Postsecondary Education
United States

Experience

U.S. Department of Education
Special Assistant, Office of Postsecondary Education
August 2021 - Present (2 years 1 month)

DCCC

Midwest Targeting Director
June 2021 - August 2021 (3 months)

NYC Health + Hospitals

COVID Outreach Analyst
April 2021 - May 2021 (2 months)

Democratic Party of Virginia

Coordinated Data Director
July 2020 - November 2020 (5 months)

Biden for President

8 months

Mid-Atlantic Analytics Desk

March 2020 - July 2020 (5 months)

California Data Director

February 2020 - March 2020 (2 months)
Los Angeles, California, United States

Iowa Deputy Data Director

December 2019 - February 2020 (3 months)
Des Moines, Iowa Area

Beto For America

Regional Organizing Director
June 2019 - November 2019 (6 months)
New Hampshire

Pennsylvania Democratic Party

Field Organizer

May 2018 - November 2018 (7 months)

EY

Assurance Staff

September 2017 - May 2018 (9 months)

Greater Philadelphia Area

- Prepare county, state, and federal compliance reports for non-profits and universities
- Perform a full scope year-end audit of a national hospital system
- Develop testing procedures and workpapers for new material accounts
- Design methods for inventory completeness and existence testing, participate in the physical testing, and document conclusions
- Participate in recruiting events to evaluate and encourage potential campus hires

EY

Assurance Intern

June 2016 - August 2016 (3 months)

Greater Philadelphia Area

- Conducted revenue recognition and accounts receivable testing for a year-end audit
- Performed bank reconciliations and cash testing
- Worked on a pension plan audit doing recalculations of benefit amounts, analyzing pension plan data, and assessing types of plans offered
- Developed and sent confirmation documents for client audit
- Tied out cash flows, performed roll forwards, and updated audit documents

Assured Guaranty

Intern

June 2015 - July 2015 (2 months)

- Created and prepared monthly cash receipts journals for domestic and foreign cash transactions
- Tracked accounts receivable and identified uncollected receivables for the second quarter
- Prepared a spreadsheet for loss reserves and loss adjustment expenses and cross checked the balances before it was presented to auditors

Education

Villanova University

· (2013 - 2017)