Crissy Williams-Brown, MBA

#### Raleigh, NC 27610

**crissy\_williams-brown@ncsu.edu**

**Objective: To continue to grow professionally at the University level by contributing my eleven years of service and experience to faculty, staff, and students.**

### Educational Background

**Master of Education Administration**- Strayer University, expected graduation, December 2013

**Master of Business Administration**- Strayer University, December 2006

Concentration: **Human Resource Management**

**Post Baccalaureate**- NC State University, Continuing Education Life Long Student Adult and Community College Coursework, 18 hours completed, June 2003-present

**Bachelor of Science-** North Carolina State University, May 1998

Concentration: Education in Middle School Language Arts & Social Studies

### Professional Experience

# Executive Assistant/Administrative Officer II

# CHASS Dean’s Office, NC State University, January 2007-Present

* Manage workflow and assist in delegating work to Dean’s office administrators while Dean works on development initiatives and other college priorities
* Serves as back-up Affirmative Action Officer approving positions in online HR peopleadmin system
* Coordinator of CHASS Staff Appreciation Day
* Coordinator of Awards Program in College to include Faculty Awards, Staff Awards for Excellence, Service Awards and Pride of the Pack
* Scheduling coordinator and facilitator of college events, including the college retreat, faculty meetings, faculty awards ceremony, and the new faculty/staff welcome reception.
* Process online updates for the CHASS Business Continuity Plan.
* Schedule individual appointments and committee meetings for the Dean
* College liaison with the Provost’s /Chancellor’s Office, CHASS department heads, and the CHASS RPT committee on various issues related to the Reappointment, Promotion and Tenure process

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**HR Manager (Administrative Support Associate)**

**Soil Science Department-NC State University, July 2005-December 2006**

* EPA and SPA HR Personnel Representative-attend personnel connections meetings as a representative for the department regarding University Affirmative Action, Peoplesoft HR 8.8, Benefits and other personnel issues.
* Supervise Office Assistant IV position.
* Recruitment Coordinator-Prepare, edit and enter job descriptions and vacancy notices in the HR online system and other external publications.
* Orientation Coordinator- Prepare Departmental Orientation documents and enroll new SPA/EPA employees into the University Orientation system.
* Payroll Coordinator-enter payroll actions, distribute checks and process salary distributions.
* Online Web-Leave/Timesheet Coordinator-verify and collect monthly breakdown reports and timesheets.
* Manage SPA Performance Appraisal Program at the Department level.
* Process Worker's Compensation Reports and Family Medical Leave Forms.

**Student Services Assistant (Graduate Office)**

**Chemistry Department, NC State University, May 2000-June 2005**

* Recruitment Coordinator-Construct Recruitment Packages, arrange travel/hotel accommodations, and schedules for visiting students.
* Facilitate and coordinate Graduate Student Orientation.
* Liaison between Graduate School, Faculty and Graduate Student personnel-interpreting new graduate school personnel policies and procedures.
* Assist students with matriculation to graduation.
* Supervise Work-study Students.
* Create and distribute recruitment spreadsheet/database to faculty.
* Seminar Coordinator-Schedule rooms, prepare refreshments, create flyers and email announcements

**Cashier (part-time)**

**Harris Teeter, Cameron Village, July 1998-June 2000**

* **Greet customers and provide excellence customer service**
* **Maintained the highest (IPM) items per minute while scanning groceries**
* **Promote VIC card and sales**
* **Count till/money drawer**

**Teacher Assistant**

**Swift Creek Elementary School, August 1998-December 1998**

* Monitor students’ progress in schoolwork.
* Grade papers and enter corrections.
* Teach/Tutor small groups.
* Discipline students as needed.
* Perform administrative duties for teachers.

**Office Assistant-NC State (Temporary and workstudy) January 1997- July 1998**

**OAPS (Former Office of Academic Personnel Services)**

* Answer phone lines in a professional manner.
* Greet visitors and direct to the appropriate staff.
* File confidential EPA and SPA hiring records.
* Create file folders for new personnel and purge terminated records.

# Awards/Certificates/Honors

Equal Employment Opportunity Institute Certificate, 2009

* Appreciation Certificate/PLU-Chemistry Graduate Students, April 2006
* Quickstart HR Certificate Program-November 2006
* Pride of the Wolfpack Award, September 2005
* SPA Awards for Excellence, 2005 Nominee
* Supervisory Series Training Certification NCSU-Spring 2004
* Featured Staff Employee of the Month, May 2003
* SPA Awards for Excellence, 2002 Nominee
* Secret shopper & highest IPM items per minute award, Harris Teeter, 1999
* Deans List-1994, 1996, 1997
* Academic Achievement Award, 1995
* Academic Enhancement Scholarship Award, 1994
* Mary McCleod Bethune Scholarship, 1994
* Sylvia J. Shaw Memorial Scholarship, 1993, North Edgecombe High School

# Activities

* Alpha Kappa Alpha Sorority 1995-present
* University Grievance Committee Panel 2010-11
* University Minority Career Fair Committee Member 2009-10
* University Employee Appreciation Committee Prize Patrol, October 2005
* SPA Staff Professional Development Committee 2005 (Soil Science Department)
* HR Workshops include: EPA/SPA PeopleAdmin Policy Hiring Procedures, Workplan Development, Peoplesoft 8.8, Query, Financials, and Travel
* North Hall Council President 1996
* Peer Mentor Program, NC State Unversity 1995
* Women Center Volunteer, NC State University1994

# Computer Skills

## Groupwise, Corporate Time Calendar System

## HTML, GARS, ACS, Oracle, Mozilla

## Peoplesoft HR 8.8 Payroll System

## Excel, Word, Powerpoint

**References**

Ashru Shah

Former coworker/supervisor

Purchase Card Manager

Dr. Juliana Nfah-Abbenyi

Director of Diversity

Dr. Michael Wagger

Former supervisor/Dept Head

Dr. Ed Bowden

Former Supervisor

Director of Graduate Programs