

PROFESSIONAL EXPERIENCE

New York University (October 2025-Present)

Director, Employee Relations & Contract Faculty Affairs, Human Resources

In this role, I serve as the lead liaison for full-time contract faculty labor matters, supporting the collective bargaining agreement (CBA) between NYU and the union representing eligible contract faculty. I primarily support contract faculty labor relations, acting as the bridge between University Human Resources, the Office of the Provost, school-based academic affairs teams, and HR units across NYU. This role has a strong dotted-line relationship to the Provost's Office and I work closely with leaders there to navigate faculty-related labor issues.

- Serve as the go-to expert on the CBA for full-time contract faculty, ensuring consistent interpretation and compliance across the university.
- Collaborate with schools to proactively plan for workforce needs and support the consistent administration of faculty appointments.
- Assess appointment and data systems, identify opportunities for improvement, and provide guidance on policy and process enhancements.
- Serve as a partner to the Office of the Provost, ensuring alignment on how faculty-related issues are handled across academic units.
- Provide guidance on contract administration, grievances, and other ER-related matters, especially for professional research staff.
- Engage closely with the Office of General Counsel and other senior leaders to navigate sensitive issues with legal and institutional implications.

University of Southern California (November 2018-September 2025)

Assistant Dean & Executive Director of Faculty Affairs, Rossier School of Education

This senior-level role set strategic direction and oversaw the effective implementation around every aspect of the School's faculty operations, policies and procedures. I led a team of Faculty Affairs Coordinators and Senior Faculty Affairs Coordinators who organized and ensured seamless faculty operations that enhance the School's academic reputation and operational excellence of the Office of Faculty Affairs. I provided leadership and executive-level guidance for the School to take the necessary actions related to faculty recruitment, contracts, onboarding, performance reviews, promotions, tenure, sabbaticals and leaves, administrative appointments, named/endowed chairs, joint appointments, summer salary, research buyouts, overloads, transitions to retirement and emeritus status. This was done through effective communication and collaboration with Rossier faculty on numerous sensitive and confidential issues. My position played a pivotal role in shaping the School's faculty-related strategies to advance its mission of addressing disparities and promoting innovative, evidence-based educational practices.

The five core competencies of this position included: Strategic Leadership & Collaboration, Policy & Procedure Development and Oversight, Faculty Development & Mentorship, Operational Excellence, and Team Leadership & Organizational Impact.

- Provided executive-level guidance to the Dean, Vice Dean and Associate Deans on all aspects related to Rossier Faculty Affairs.
- Supported Rossier's Salary, Promotion, and Tenure (SPT) Committee, Faculty Council and approximately a dozen Faculty Governance Committees.

- Led all efforts related to Faculty Affairs policy and procedure development, continuous review and revision.
- Orchestrated all efforts related to the creation and continuous maintenance of procedural guides for all Faculty Affairs operations to ensure efficiency for the School.
- Spearheaded the administrative-related operations related to full-time and part-time/adjunct faculty onboarding and mentoring.
- Maintenance and development of new faculty-related databases to provide a robust set of data to use for faculty hiring, development and other various decision-making processes.
- Drove all efforts related to Full-time Faculty Searches
- Supervised and led a team of Faculty Affairs Coordinators and Senior Faculty Affairs Coordinators who will organize and manage the day-to-day administrative and operational functions of the Office of Faculty Affairs.

University of California Los Angeles (February 2012-November 2018)

**Chief Administrative Officer, Department of Sociology &
Chief Administrative Officer, Interdepartmental Program-Social Sciences**

I directed the administrative and business functions in support of the teaching, research and public service mission of the Department of Sociology within Social Sciences Division of the College of Letters and Science. The department is comprised of 39 ladder faculty; 2-3 non-senate academics; 7 career staff; approximately 30-40 teaching assistants, graduate student researchers and work study students per quarter; 120 graduate students; and over 800 undergraduate majors. The department has an operating budget and endowment funds of approximately \$14 million.

- Primary responsibilities included strategic and long range planning; policy and direction setting; problem solving; decision making; budgetary, staffing and resource management; as well as general administrative management of the department. Serve as administrative liaison to the Dean's Office in clarifying Departmental goals and objectives.

Director of Finance, Department of Chemistry & Biochemistry

I managed the Financial Service unit within the Department to provide management and stewardship of all funding sources, as well as direct and provide leadership for all financial services staff. Responsibilities include:

- Development and tracking of operational and research budgets totaling \$55 million
- Budget and forecast management
- Oversight of the preparation and submission of research grant applications
- Executing and directing all general accounting functions of the department
- Developing policies and procedures to improve departmental financial operations, including: creation of checklists for grant proposal submissions, post-award reconciliation and new award meetings with faculty; creation of a fund manager training guide; new filing system.
- Supervise, lead, coach and train 9 full-time fund managers and procurement specialists

Carnegie Mellon University (September 2010-January 2012)

Business Manager, Department of Statistics

I managed departmental operations to maximize the resources and services available to the faculty, researchers, and grad students to enable them to carry out the mission of the university. Responsibilities included:

- Development and tracking of department and research budgets totaling \$8 million
- Budget and forecast management
- Coordinating the preparation and submission of research grant applications
- Executing and directing all general accounting functions of the department
- Ensuring the safeguarding, upkeep, and efficient use of departmental property and space
- Developing policies and procedures to improve departmental operations
- Administering payroll and HR functions for approximately 100 individuals

- Supervising 7 full-time administrative staff members, including ongoing performance evaluations

University of Pittsburgh (February 2001-August 2010)

Department Administrator, Department of Developmental Biology

In this position, in coordination with the Department Chair, I developed and implemented this newly formed department within the School of Medicine. Responsibilities included:

- Development and tracking of start-up, operational and research budgets totaling \$15 million
- Procurement of all major and minor equipment to initiate the start-up of the department
- Oversight and coordination of all research grant submissions
- Direct all recruitment activities, as well as administering payroll and HR functions
- Preparing the annual department budget, forecast and business plan
- Developing all department policies and procedures in coordination with University guidelines
- Supervision of Department Chair's Assistant, Grants Manager and IT Manager

Office Manager, Department of Rehabilitation Science and Technology

I provided overall business administration and general support services to all faculty, staff and students under the general direction of the Department Chair. Responsibilities included:

- Formulating, monitoring and controlling all administrative aspects of the department operating budget
- Budget and forecast management
- Submitting requests for all personnel and payroll actions to the Dean's Office
- Coordination and submission of all grant and contact proposals, as well as monitoring awarded research funds
- Supervision of Post-Award Grants Administrator, Academic Coordinator and five other admin support staff

Research Accounting Supervisor, Cardiovascular Institute

Under the direction of the department Research Administrator, I supervised several research accountants as well as managed by own portfolio of funded research grants. Responsibilities included:

- Independent post award grants administration of 50+ accounts totaling \$2 million
- Maintaining all financial aspects of the department's clinical trials
- Assisting with the pre-award submission process for non-competing NIH renewals and AHA proposals
- Preparing and maintaining reporting for Dean's Office and Faculty Incentive Payments
- Supervising and evaluating 2 full-time research accountants

Grants & Personnel Admin Assistant, Department of Otolaryngology

I assisted the Grants and Personnel Administrator in all aspects of budget, personnel and research grants administration. Responsibilities included:

- Monthly reconciliation and financial reporting on 60+ research grant accounts
- Assisting with the pre-award submission process for all proposals
- Processing all purchase orders for the department
- Processing all visa applications for new and current faculty and staff
- Interviewing, hiring and terminating all student workers, as well as processing their payroll

TEACHING EXPERIENCE

University of Southern California (January 2021-Present)

Adjunct Professor

Rossier School of Education

Doctorate in Organizational Change & Leadership Program

- EDUC-522: Accountability - Spring, Summer & Fall 2021; Spring, Summer & Fall 2022; Spring & Fall 2023; Summer & Fall 2024; Spring & Fall 2025
- EDUC-725: Analyzing Organizational Change and Its Effectiveness - Spring 2024
- Dissertation Committee Member

EDUCATION

Grand Canyon University

Doctor of Education in Organizational Leadership with an Emphasis in Higher Education Leadership. November 2018
Dissertation Title: A Single Case Study of How Generational Work Value Differences Relate to the Job Satisfaction of Staff Employees Within a Major Academic Research Institution

University of Pittsburgh

Master of Education, Higher Education Management April 2010
Thesis Title: Challenges and Obstacles Facing Nontraditional Students

University of Pittsburgh

Bachelor of Science in Business Administration, Accounting December 2005

CERTIFICATIONS

University of Southern California

Certificate, CET Institute for Staff Supporting Instructions April 2023
Center for Excellence in Teaching (CET)

Society of Human Resources Managers (SHRM)

Senior Certified Practitioner (SCP) February 2023

Cornell University

Certificate in Labor Relations December 2025