



# ADMINISTRATIVE TEAM DIRECTORY

Name	Contact Information	If you have questions about...
Sara Connor, Administrative Supervisor	sconnor@cert.ucr.edu	Financials, HR/academic personnel; admin staff will direct high-level inquiries to Sara as needed
Berenice Murillo-Quintana, Payroll	bmurillo@cert.ucr.edu	Timesheets, payroll, due dates
Valerie Thomas, Purchasing	valerie@cert.ucr.ed	Purchase orders, ProCard transactions, HR paperwork
Carolyn Ray, Receptionist	cray@engr.ucr.edu	All front desk functions (all reservations, lunch passes, FedEx/packages, etc.); travel
Alta Vasquez, Institute Coordinator	avasquez@cert.ucr.edu	All front desk functions; scholarships and fellowships; meetings with the director or deputy director; events
John Cleary, John Cleary Jr., Systems	systems@engr.ucr.edu	IT and computer systems support
Todd Ambriz, Facilities Manager	tambriz@engr.ucr.edu	Facilities and safety
Briana Moreno, Analyst	bmoreno@engr.ucr.edu	Contracts and grants
Ashley Ferreira, Outreach Coordinator	aferreira@cert.ucr.edu	Events, marketing, and outreach activities; consortia
Amanda Campos, Student Assistant	acampos@cert.ucr.edu	All front desk functions
Ashley Siu, Student Assistant	asiu@cert.ucr.edu	All front desk funtions