Who's Who in CE-CERT Admin

Sara C.
- Oversees all financial and administrative operations
- Supervises all administrative staff
- Coordinates all CE-CERT recruitments and other personnel actions

Valerie
- Purchasing for Research/Admin (Backup: Carolyn)
- Submits onboarding requests for new hires (Backup: Berenice)
- Academic Personnel reappointment form preparation (Backup: Sara C.)
- Visiting Appointments, including visa requests (Backup: Sara C.)

Berenice
- Financial & Payroll Transactions (Backup: Sara C.)
- Projection Analysis (Backup: Sara C.)
- Post-Award Monitoring (Backup: Sara C.)
- Invoicing for research and sales for service (Backup: Sara C.)

Lucila
- Pre-Award (Backup: Jessica/Sara C.)
- Business Service Agreements (Backup: Jessica/Sara C.)
- Post-Award modifications (Backup: Jessica/Sara C.)

Carolyn
- Purchasing for Facilities (non-research) (Backup: Valerie)
- Ensures front office operations are running smoothly. Serves as backup for front desk (Backup: Hannah)
- Accounts Payable for CE-CERT's monthly bills and accounts (e.g. utility bills, lease payments, fedex). (Backup: Hannah)
- Card Badge System manager (Backup: Henry)
- Facilities Work Orders (Backup: Henry)

Hannah
- Front Desk / Reception (Backup: Carolyn)
- Receiver for packages and PO's. (Backup: Carolyn)
- Travel & Non-Travel Reimbursement (Backup: Carolyn)
- Coordinates paperwork for volunteer appointments (Backup: Valerie)
- Event support (Backup: Carolyn)

Sara S.
- Marketing & Communication Management
- Large Events Planning and Coordination
- Center-wide Meeting Coordination & Initiative Support

Melissa
- Program Coordinator for all CE-CERT Training Programs
- CE-CERT Scholarship and Awards

Jessica (60% FTE)
- Special Projects, as assigned.
- Currently working behind the scenes with Berenice and Valerie on special projects.

UCR CE-CERT