

# CRYSTAL E. GOODING

26 Woodland Street, New Haven, Connecticut 06511

[mshotary500@gmail.com](mailto:mshotary500@gmail.com)

(203) 314-0634

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## PROFESSIONAL PROFILE

Skilled office manager bringing over 10 years of experience in Information systems management, business management and leadership, money handling, event planning, fiscal management and tracking.

**Technical Skills:** Microsoft Office Suite, Oracle, Hypertext Markup Language Coding, Internet Research, Windows and Mac Operating Systems

**Virtual Meeting Tools:** Zoom, Microsoft Teams, Google Meet, Free Conference Call, Cisco Webex

**Reporting Tools:** Data Warehouse, Brio Query, SharePoint

**Time Management Systems:** Kronos, Outlook, Google Calendar

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## PROFESSIONAL EXPERIENCE

### St. Martin de Porres Church

New Haven, CT

*Office Assistant*

January 2013 - Present

- Receives, verifies, and balances monetary donations; prepares weekly bank deposit; reconciles weekly and monthly financial transactions; organizes documentation for bi-annual audit
- Designs and implements electronic financial monitoring tools
- Serves as resource for Pastor, Parishioners and Vendors
- Schedules and organizes logistics for meetings and special events

### Notary Express, Business Operations

New Haven, CT

*Manager / Notary Public*

November 2008 - Present

- Performs Real Estate closings; notarizes documents
- Liaises between lending institutions and clients; maintains highest level of client confidentiality
- Analyzes and computes monthly invoicing; manages account receivables and electronic billing
- Organizes office space; orders office equipment and supplies; creates customized filing systems

### Yale University, Human Resources Operations

New Haven, CT

*Business Systems Analyst*

November 2008 - October 2011

- Reconciled monthly financial reports, identified spending trends, shortages and overages; prepared and approved departmental budgets
- Trained University staff on the use of Time Management application (Kronos)
- Assisted in the development of University-wide reporting tool (SharePoint); served as System Administrator; developed model for electronic Call Center Knowledge Base scripts (Oracle)
- Organized and produced Employee Procedures Manual for Onboarding and Off-boarding

### Yale School of Medicine, Office for Faculty Affairs

New Haven, CT

*Database Manager*

July 2003 - October 2008

- Collected and formulated data for analytical and statistical reporting
- Researched and resolved faculty employment discrepancies
- Designed and coordinated faculty leave of absence process and tracking database
- Monitored monthly departmental expenditures and identified budget variances

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**EDUCATION****Albertus Magnus College***Master of Arts in Leadership*

New Haven, CT

June 2009

**Albertus Magnus College***Bachelor of Science Degree in Management Information Systems**Magna Cum Laude*

New Haven, CT

August 2006

**Albertus Magnus College***Associate of Science Degree in Business Management*

New Haven, CT

May 2004

**Stone Academy***Accounting Certificate*

Hamden, CT

April 1993

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**AFFILIATIONS**

- Knights of Peter Claver Ladies Auxiliary, Court #266 – Treasurer
- National Council of Negro Women Inc. - Greater New Haven Section – Trip Coordinator
- National Notary Association – Member
- Yale University Women’s Organization – Member

**COMMUNITY INVOLVEMENT**

- Dixwell Community Management Team – Chair
- Dixwell / Newhallville Senior Club – Treasurer
- Jesus Children Bible Academy (JCBA) – Parental Consultant, Board Secretary
- LAG {Learn ~ Achieve ~ Greatness} – Founding Member