

Application Form**Profile**

If you have any questions or difficulty submitting this application, please reach out to Alex Guzhnay at aguzhnay@newhavenct.gov or call 203-946-7670.

Crystal

First Name

Gooding

Last Name

Middle
Initial

dixwell.cmt@gmail.com

Email Address

26 Woodland Street

Home Address

Suite or Apt

New Haven

City

CT

State

06511

Postal Code

What ward do you live in (optional - please select ward if you know)?☒ Ward 21

Mobile: (203) 314-0634

Primary Phone

Alternate Phone

Are any of the above number a cell phone number?☒ Yes ☐ No**If so, which? Also, is it okay to send a text message?**

Primary - Yes

Are you currently employed by the City of New Haven or the New Haven Public School System?☐ Yes ☒ No

Employer

Job Title

To see our list of Boards and Commissions please click here: <https://newhaven-ct.granicus.com/boards/w/976a34cad711af7c/boards>

Which Boards would you like to apply for?

Advisory Board for the Q-House: Submitted

Is this an appointment or reappointment request? *

☒ Reappointment

Interests & Experiences

Please tell us about yourself and why you want to serve. Please attach any of the follow:

Resume, Curriculum Vitae (CV), Professional Bio, or a Statement of Interest.

[Crystal Gooding Resume .pdf](#)

Upload a Resume

If not submitting a Resume or CV, please submit a ~150 word Statement of Interest as to why you are interested in serving on your selected boards/commissions. If you have uploaded a resume, you can write n/a.

N/A

Question applies to Advisory Board for the Q-House

What position on the Q-House Advisory Board are you applying for or have experience in? Please provide a resume, if possible, if you are applying for a position that requires experience/skills in a specific area. *

☒ Dixwell Community Management Team (CMT) Representative\,

Why are you interested in serving on a board or commission?

My interest in continued service on the Q House Advisory Board is based on my commitment to ensure youth have a safe, nurturing, and educational facility in which to thrive and excel.

Why do you believe you would be a good fit for your selected board and commission(s)?

As a member of the Dixwell community for over 40 years, my years of tutoring, my service to community, my educational background and professional experience enable me to bring a diverse outlook to the Q House Advisory Board.

Do you have any time commitments that would prevent you from participating in board/commission meetings? Meeting times can be found by visiting newhavenct.gov/boards, but most are usually once a month for 1-2 hours.

No

Demographics

Some boards and commissions require membership to be politically proportionate, per State Statute on minority party representation (CGS § 9-167a). What is your political affiliation on your voter registration?

Democrat

In order to stay compliant with our city's charter, are you registered to vote in New Haven?

☒ Yes ☐ No

We strive to maintain diversity in all of our Boards and Commissions. These questions are optional and if you volunteer the information we will only use it to ensure that our boards and commissions are diverse.

Ethnicity

☒ Other

Gender

☒ Female

How did you hear about serving on our Boards & Commissions?

Current Member

CRYSTAL E. GOODING

26 Woodland Street, New Haven, Connecticut 06511
msnotary500@gmail.com
(203) 314-0634

PROFESSIONAL PROFILE:

Skilled office administrator 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

PROFESSIONAL EXPERIENCE

St. Martin de Porres Church, Operations

New Haven, CT

Administrative Coordinator

January 2013 - Present

- Collects, verifies, and balances monetary donations; prepares weekly bank deposits; reconciles financial transactions; compiles documentation for annual audit
- Serves as resource for Pastors, Parishioners, Vendors, Hospitals, and Funeral Homes
- Organizes and manages logistics for meetings, special events, and church services
- Negotiates terms for contractual agreements

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
- Consults and compiles data for contractors for state and local municipality submissions

Yale University, Human Resources

New Haven, CT

Business Systems Analyst

November 2008 - October 2011

- Reviewed 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
- Reconciled and monitored monthly departmental expenditures and identified budget variances

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

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

AFFILIATIONS

- Knights of Peter Claver Ladies Auxiliary, Court #266 – Treasurer
- St. Martin de Porres Church Stewardship Council – Facilitator
- Yale University Women's Organization – Member

COMMUNITY INVOLVEMENT

- Dixwell Community Management Team – Chair
- LAG {Learn ~ Achieve ~ Greatness} – Founding Member
- Women of the Village Community Food Pantry – Volunteer