

CRYSTAL E. GOODING

26 Woodland Street, New Haven, Connecticut 06511

msnotary500@gmail.com

(203) 314-0634

PROFESSIONAL PROFILE

Skilled office manager bringing over 15 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

New Haven, CT

Office Manager

January 2013 - Present

- Receive, verify, and balance monetary donations; prepare bank deposits; reconcile weekly and monthly financial transactions; organize documentation for bi-annual audit
- Design and implement electronic financial monitoring tools
- Serve as resource for Pastor, Parishioners, Archdiocese and Vendors
- Schedule and organize logistics for meetings and special events; co-facilitate meetings

Notary Express, Business Operations

New Haven, CT

Manager / Notary Public

November 2008 - Present

- Perform Real Estate closings; notarize documents
- Liaise between lending institutions and clients; maintain highest level of client confidentiality
- Analyze and compute monthly invoicing; manage account receivables and electronic billing
- Organize office space; order office equipment and supplies; create specialized 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 organized 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
- 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
- Jesus Children Bible Academy (JCBA) – Parental Consultant, Board Secretary
- LAG {Learn ~ Achieve ~ Greatness} – Founding Member
- St. Martin de Porres Stewardship Council – Co-Facilitator