

Sulastri Carr

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SUMMARY

Equity and a justice-focused individual experienced in the higher education field of project coordination and management as an empathetic leader in business operations, sociological research, and analysis, using Kaizen techniques to make the organization more efficient in its operations. In addition, a motivated self-starter with strong interpersonal skills who creates positive long-term relationships with colleagues. Capable of managing projects and their lifecycle as assigned within the scope of the job, have a knack for critical thinking skills, decisive judgment, and the ability to work with minimal supervision.

PROFESSIONAL EXPERIENCE

Business Operations Coordinator **CLAS-Anthropology Department** **Sept '23 to Present**
University of Colorado Denver **Denver, CO**

- Provide support for the development and implementation of new courses and curricula by promoting them where possible on campus, online or through CLAS advising.
- Manage the academic catalog editing process and publication within the department.
- Collaborate with departments within CLAS to promote events and self-directed food drive for on-campus pantry.
- Work with the Chair of the department to build semesterly course schedules in tandem with the Course and Curriculum Coordinators.
- Serve on University Staff Council within the Professional Development Committee as their Treasurer.

Program Assistant **CLAS-Philosophy Department** **Jul '21 to Sept '23**
University of Colorado Denver **Denver, CO**

- Provided support for the development and implementation of new courses and curricula by promoting them where possible on campus, online or through CLAS advising.
- Managed the academic catalog editing process and publication within the department.
- Collaborate with departments within CLAS to promote CLAS Staff Council professional development funds and self-directed food drive for on-campus pantry.
- Worked with the Chair of the department to build semesterly course schedules in tandem with the Course and Curriculum Coordinators
- Troubleshoot, escalated, and assisted with resolution of registration and access issues as needed with the Course and Curriculum Coordinators
- Developed short-and long-range plans for operational improvement to match projected department changes; including developing a work-flow guide for faculty and graduate students to understand administrative and program assistant projects.

Administrative Assistant III **CLAS-Health and Behavioral Sciences Department** **Jan '19 to Jul '21**
University of Colorado Denver **Denver, CO**

- Developed, disseminated, and implemented policies to faculty, staff, and student employees in the office and triaged HR- related and procurement to the Program Assistant (Sr. Business Operations Coordinator) with a developed centralized email to aid the process.
- Actively listened to and shared relevant information, anticipated problems, established, and maintained effective working relationships, and worked effectively with internal and external constituents to satisfy service expectations.
- Managed graduate student services requests within the department in coordination with the Graduate Director
- Served as the main administrative point of contact for the Undergraduate and Graduate directors and established a relationship for publicity and media coverage on the program's website.

Administrative Assistant III **School of Nursing** **Jul '17 to Oct '18**
Samuel Merritt University **Oakland, CA**

- Established a system to unify communication across multiple departments within a shared database that assisted the faculty recruiting and faculty onboarding process.
- Provided excellent customer service and interpersonal skills, with the ability to build rapport with people of diverse backgrounds.
- Led special School of Nursing projects including their combined Pinning event.
- Performed finance functions such as maintaining and monitoring budgets, creating purchase orders or requisitions, and procurement duties.

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- Provided Human Resources function support such as new hire paperwork, onboarding, payroll administration, time and leave system entry, and personnel records management for adjunct faculty.

Project Coordinator **Medicare and Disproportionate Share Reimbursement** **Jun '13 to Jun '17**
Quality Reimbursement Services **Walnut Creek, CA**

- Improved organizational and staff performance by analyzing and developing workflows, processes, and functional gaps and developing optimal solutions.
- Served as project lead assistant during application selection and implementation, facilitating communication between and decision-making of the business and various teams.
- Worked closely with affected Consultants and associated teams, to develop and maintain appropriate documentation for application implementation, including workflow diagrams, business requirements, requirements management plans, system implementation work plans, change management documentation, and other documents as requested.
- Compiled data, analyzed information, and prepared reports by capturing and implementing the use of Predictive Modeling to analyze data for use of discovery in appeals.

Career Advisor **Career Services Department** **Jun '12 to Jan '13**
Everest College **San Francisco, CA**

- Analyzed job postings and job descriptions to identify qualified candidates for open positions which resulted in an increase in outcomes by 10 percent.
- Co-led the Student Ambassadors or the top 5 percent academic and leadership gifted in their designated program's classes.
- Piloted a clothing closet of gently used clothing designed for professional interviews to serve an underrepresented student population within San Francisco.

EDUCATION

Master of Arts in Sociology **Aug '23 to Present**

University of Colorado Denver

How food insecurity affects the retention rates amongst university students (Project topic and working with Keith Guzik)

- Invited to Present at 2024 Conference on Diversity, Equity, and Student Success in Philadelphia, Pennsylvania
- Poster Presenter at the 13th Annual International Food Conference in Guadalajara, Mexico with Kayla Ahr
- Awarded the Harding Fellowship in Student Hunger and Homelessness from the College of Liberal Arts and Sciences' Political Science Department for Academic Year 2023-2024

Social and Behavioral Research Credential ID: 51677474 **Sept '22 to Sept '25**

CITI Program

Six Sigma Green Belt Credential ID: ZSSGB121143306 **Feb '21**

AIGPE

Bachelor of Arts in

Sociology/Anthropology

Saint Mary's College of CA

- First Generation College Graduate
- Studied Abroad in Cuernavaca, Mexico and took Anthropology, Religious Studies, and Sociology classes entirely in Spanish.

HONORS AND AWARDS

Phi Sigma Pi Phi Sigma Pi National Honor Fraternity **Sept '23**

Black Belt in Choy Li Fut Tat Wong Kung Fu Academy **Aug '18**