

Amelia Krysinski

919.966.0857 | ameliabp@email.unc.edu

SUMMARY OF QUALIFICATIONS

- Seven years administrative experience in university and research settings.
- Seven years project management experience in a technical assistance setting.
- Organized and self-motivated, with close attention to detail and customer service.
- Trusted by team members to effectively and efficiently orchestrate tasks and details to achieve project goals.
- Experience with Microsoft Office Suite, Google Workspace, Asana, Smartsheet, UNC Connect Carolina Administrative System, Zoom, Constant Contact, and basic Adobe Acrobat Pro, Photoshop and Illustrator.

PROFESSIONAL EXPERIENCE

Project Manager, National Implementation Research Network, FPG Child Development Institute
Carrboro, NC, July 2016-present

- Manage tasks, timelines, reporting, and email inboxes for projects and for the center.
- Develop project materials, including Qualtrics surveys, presentations, and tools.
- Support team's transition to and ongoing use of file sharing and project management systems, including Google Drive, Dropbox, Smartsheet, and Asana.
- Conduct event planning for an annual forum held as an interactive hybrid (both virtual and on-site) event for approximately 75 attendees.
- Coordinate meetings, support Zoom meeting logistics, and synthesize meeting notes.
- Support use and further development of NIRN-SISEP Data System website (sisep.org) to capture and report on capacity assessment data.
- Copy edit manuscripts, briefs, presentations, and other written products.
- Assist project principal investigators with budget monitoring and initiation of subcontracts.
- Disseminate information and resources through websites, Constant Contact mailing lists, blogs, and newsletters.
- Support onboarding of new team members.

Project Manager, The Family Life Project, FPG Child Development Institute
Carrboro, NC, August 2014-July 2016

- Coordinate data collection for a longitudinal study of over 700 rural children and families, including management of subject tracking system, communication with field staff, progress monitoring, and materials preparation.
- Provide broad range of dependable administrative support to field staff, UNC researchers and collaborating researchers, with attention to detail.
- Foster relationships with study subjects by communicating clearly and kindly, with timely responses to all subject contact.
- Collaborate closely with data center staff to prepare data collection protocols, ensure data quality, and improve upon existing processes to maximize accuracy.

Project Coordinator, Targeted Reading Intervention, FPG Child Development Institute
Carrboro, NC, June 2012-August 2014

- Provided extensive administrative support to office and field staff of a literacy research project, including event planning, scheduling, financial processing, timecard management, records maintenance, and preparation of grant materials and manuscripts.
- Prepared protocols for submission to the Institutional Review Board (IRB) and responded to the needs of study subjects with positivity and professionalism.
- Managed redesign of TRI website.

Teaching and Learning/ECSEL Program Assistant, UNC School of Education
Chapel Hill, NC, July 2010-May 2012

- Lead recruitment efforts and managed annual admissions process for a graduate program in education.
- Provided administrative support to faculty and students of graduate and undergraduate programs, including records maintenance, travel arrangements, reimbursements, course scheduling, event planning, and calendar management.
- Served as elected SPA staff representative on School Advisory Council.
- Selected by administrators to organize and lead a trip to Washington, D.C. to educate junior faculty about sources of research funding.

Temporary Front Desk Administrative Assistant, Smither & Associates, Inc.
Chapel Hill, NC, May 2010-July 2010

- Executed all clerical duties for a small staffing company efficiently and effectively, with a focus on customer service.
- Trusted to manage office alone during supervisor's frequent absence.

EDUCATION

Bachelor of Architecture, *cum laude*, May 2010

Minor: Spanish

Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, VA