

FAYE ROBERTS-PAUL

Greater NYC Area | (914) 844-2546 | efpaul@att.net

PROFESSIONAL EXPERIENCE

Monroe College, New York NY

Assistant Director, School of Criminal and Social Justice

12/2020 –Present

- Promoted to continue optimum retention and engagement of students
- Manage outreach and communication with external agencies to create programming for students
- Collaborate with executive offices regarding civic engagement and progression of the department
- Operate as a bridge to centralize event ideas and promotion between college offices
- Oversee all aspects of on-site and virtual events
- Develop, monitor and maintain a special events budget and the processing of invoices
- Track trends affecting criminal justice, human services, social justice, and civic engagement
- Collaborate with advisors leading Criminal Justice-related student clubs
- Teach First Year Experience classes
- Maintain and manage annual mentee responsibilities
- Supervise student worker(s)

Assist to the Dean, School of Criminal Justice

08/2016 –12/2020

- Assist Dean on confidential matters pertaining to faculty and students
- Prepare performance evaluations for staff to ensure team is operating at the highest standard
- Draft, edit, and deliver departmental communications
- Manage daily operations of the department
- Plan and coordinate projects including student extracurriculars activities
- Develop departmental budget gathering information from significant team members
- Mentor students as a member of the Presidential Mentorship Initiative

Executive Assistant to EVP of Finance

05/2015 – 08/2016

- Maintained confidential executive material and information.
- Supervised the work of several student employees
- Planned and scheduled training for implementation of new budget system

The Jones Group, White Plains, NY

09/2008 - 05/2015

Assistant to Senior Vice President, Human Resources

- Managed office to ensure assignments, projects, and tasks flowed efficiently
- Determined priorities and anticipated issues related to SVP's schedule
- Assisted SVP in writing, editing, and delivery of HR communications
- Scheduled and coordinated SVP's domestic and international travel arrangements
- Tracked and maintained confidential executive material and information
- Utilized diplomacy to mediate and resolve conflicts; perceptive to the needs of others
- On-Boarding of senior staff
- Responsible for HR activities - event planning and organizational development

EDUCATION

Master in Criminal Justice

Monroe College (due 2021)

Bachelor of Business Administration

Pace University, New York

Associate Degree, Business Administration

Northeastern University, Boston, MA

CERTIFICATIONS

Mental Health Training

(Monroe College - Dr. LaQuetta Solomon)

Human Resource Management

North East London Polytechnic, England

Paralegal, ABA Approved

Westchester Community College, New York

Negotiation and Mediation

Pace University, New York

COMPUTER SKILLS

Microsoft Office Suite – Teams. Zoom. Budgeting software.