



ADMINISTRATIVE TEAM DIRECTORY

Name	Contact Information	If you have questions about...
Katie Dell, administrative supervisor	katie@engr.ucr.edu	As needed; you will be directed to Katie by the other admin staff if required
Berenice Murillo-Quintana, Payroll	bmurillo@cert.ucr.edu	Timesheets, payroll, due dates
Valerie Thomas, Purchasing	valerie@cert.ucr.edu	Purchase orders, ProCard transactions, HR paperwork
Carolyn Ray, Receptionist	cray@engr.ucr.edu	All front desk functions (all reservations, lunch passes, FedEx/packages, etc.); travel
Alta Vasquez, Institute Coordinator	avasquez@cert.ucr.edu	All front desk functions; scholarships and fellowships; meetings with the director or deputy director; events
John Cleary, John Cleary Jr., Systems	systems@engr.ucr.edu	IT and computer systems support
Todd Ambriz, Facilities Manager	tambriz@engr.ucr.edu	Facilities and safety
Briana Moreno, Analyst	bmoreno@engr.ucr.edu	Contracts and grants
Kathy Vang, Marketing Specialist	kathyv@cert.ucr.edu	Events, marketing, and outreach
Amanda Campos, Student Assistant	acampos@cert.ucr.edu	All front desk functions

CE-CERT Organizational Structure 2017

