

Huyuni Suratt

As a NCURA member for the past four years, I have served on the program committee since 2018. I've been parts of various subcommittees and this year I am chairing the Communication subcommittee for the Fall 2022 East Cost meeting as well as serving on multiple subcommittees regionally and serving as a member of the national NCURA DEI committee. I've been the Director of Sponsored Research at the CUNY Graduate Center since 2019.

I believe with my years of service to NCURA and research administration, I would be of great value as Secretary for Region II.

Huyuni Suratt

EDUCATION

CUNY School of Professional Studies, New York, NY
MS in Business Management and Leadership

CUNY Queens College, Flushing, NY
BA in Economics with a minor in Business and Liberal Arts

WORK EXPERIENCE

CUNY Graduate Center

New York, NY

Director of Sponsored Research

Dec 2019 – Present

- Provides financial and administrative management to all phases of pre-award and post-award of city, state, federal and private grants, contracts, and other departmental funds for the College – over \$10 million a year.
- Advises faculty, staff, and students on proposal guidelines, performs administrative review of proposals that ensure compliance with guidelines.
- Spearhead training efforts of implemented new systems and processes; develop training materials, complete both group and one-on-one training.
- Leads a coordinated, well-defined team that provides excellent support to faculty investigators and other grant leads, track pre- and post-award compliance with federal, college and private sponsor regulations, and develops relationships with ongoing and new targets of funding opportunities.

CUNY Graduate Center

New York, NY

Associate Grants Administrator

Nov 2017 – Dec 2019

- Reviewed budget proposals with faculty and students to prepare and submit applications for funding.
- Reviewed Research Foundation award accounts/web reports to ensure accuracy.
- Managed database of applications and awards and provided monthly reports to the Graduate Center administration.
- Developed and conducted grant training for applicants.
- Prepared and disseminated workshops for National Science Foundation, National Institute of Health, and other funders.
- Created National Council for University Research Administrators conference materials and delivered presentations.

The Bay Café & Lounge

Howard Beach, NY

Business Owner

April 2016 – Sep 2020

- Managed daily operations of upscale bar and restaurant, including opening and closing operations, inventory management, new employee training, customer service and sales.
- Established and implemented short and long-range goals, objectives, policies, and operating procedures.
- Created staff development plan offering training opportunities to encourage growth and increase responsibility.

- Created repeat business by developing long-term relationships with customers.

Coldwell Banker Residential Brokerage

Real Estate Specialist

Great Neck, NY

Sep 2014 – Nov 2017

- Reviewed contracts for sales, rentals, and commercial properties. Maintained company websites, technical support with agents, set-up for signs for houses for sale, direct mailings, photo management – agent and property.
- Managed account payable and receivable.
- Maintained social media accounts – Facebook, Instagram, Snapchat.
- Onboarded new agents in an efficient and effective manner, while also registering agents for training classes.
- Assisted agents with their online branding profiles: Zillow, Trulia, and Facebook.
- Maintained and ordered office supplies.

PROFESSIONAL ORGANIZATIONS

America Needs You (ANY)

Mentor Coach

New Jersey

Sep 2021 – Present

NCURA: National Council of University Research Administrators

Program Volunteer

Nov 2017 – Present

SKILLS & INTEREST

Skills: Microsoft Office (Excel, Word, PowerPoint, Access, Outlook), Quali, Adobe (Photoshop, Acrobat, Social Media Management, Social Media (TikTok, Facebook, Instagram), Google Suite

Interests: Hosting Workshops, Career Consulting, Speaking at Universities, Knitting, Working Out, Painting, Cooking.