

## People at CTG



**Paula Rickert**  
Administrative Coordinator

### Specialty

- Coordination of work in the Administration and Outreach Unit
- Purchasing
- Events coordination
- Product development support
- Graduate assistant appointments

### Brief Bio

Paula coordinates and supervises the work of support staff on-going and provides support to center projects. She plays an active role in CTG activities by participating in events coordination, as well as continuing to support Administration and Outreach Unit activities of purchasing, information dissemination and retention, facility coordination, and graduate assistant appointments.

Paula joined the Center in May 2004 as an administrative assistant. She previously worked as an administrative assistant at the SUNY Brockport Small Business Development Center. At the Small Business Development Center she served as events coordinator, database specialist and purchasing agent for four years, and as one of the coordinators for the NYSSBDC Staff Training in 2002.

### Education

- B.S. Cum Laude, Computer Information Systems, 2003, State University of New York at Brockport
- A.O.S. Administration and Microprocessing 1998, Bryant & Stratton
- A.S. Arts & Science, 1987, Monroe Community College