

People at CTG



Carolyn DeLuise
Secretary

Specialty

- Administrative Support
- Travel Coordination
- Office Activities/Logistics
- Management of Library Reference Materials
- Database Management
- Equipment Inventory/Surplus

Brief Bio

Carolyn provides administrative support to the Center's day-to-day operations and all CTG staff. She is responsible for receiving all Center visitors, fielding phone calls and scheduling meetings. She serves as the Center's travel coordinator, as well as provides support for office activities and events, maintains weekly staff and conference room calendars, library materials, internal forms, office supplies/ inventory, updates the database contact list and manages CTG office equipment surplus through OEM.

Directly preceding CTG, Carolyn worked for The Albany Promise, a Cradle-to-Career partnership, anchored at the University at Albany. Before that, she worked for over four years supporting Ray Bromley, Vice Provost of International Education, and his staff. Carolyn's previous NYS service includes working for the NYS Division of Criminal Justice Services (2007-11) in several capacities.

Before becoming a NYS employee in 2007, Carolyn worked for more than 20 years in the private sector as a Legal Assistant for various companies including Anderson, Moschetti & Taffney, Solomon Smith Barney, New York Business Development Company, Taylor & Matalavage (in house-counsel for Liberty Mutual Insurance Company), LeBoeuf, Lamb, Greene & MacRae, and the Beltrone Living Center, to name a few. For several years, while raising her two daughters, Carolyn worked as a Teacher's Assistant in both Lynnwood Elementary and Brown Schools, where she also served as a Building Cabinet and a PTA member. At Lynnwood Elementary School, she spearheaded two volunteer children's programs, "Common Cents for Habitat for Humanity" and the "Albany County Nursing Home Program." She also operated three small businesses of her own: Resumes & More, Helping Hands/Interim Domestic Services and Life Stores & More.

Carolyn is currently working towards her Bachelor's Degree in Health and Human Services at Empire State College. For her Independent Study at ESC, Carolyn is working on the development of a youth leadership program.

In her spare time, Carolyn enjoys spending time with her daughters, reading, writing, walking, biking, hiking, traveling, gardening, yoga, working with youth & volunteering.

Education

- Bernard Baruch College, Coursework in American Legal Systems & Criminal Justice
- Orange County Community College, Coursework in Secretarial Science