

Antoinette Shantay Williams

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EDUCATION

University of Alabama at Birmingham <i>Doctor of Philosophy – Medical Sociology, Currently Enrolled</i>	Birmingham, AL
University of Alabama at Birmingham <i>Master of Science –Interdisciplinary Graduate Study, December 2021</i> <i>Graduate Certificate: Leadership</i> <i>Graduate Certificate: Social Media</i>	Birmingham, AL
University of Alabama at Birmingham <i>Business Research Certificate, November 2014</i>	Birmingham, AL
The University of West Florida <i>Master of Education - College Student Personnel Administration, April 2011</i>	Pensacola, FL
The University of Alabama <i>Bachelor of Science – Commerce & Business Administration, August 2009</i> Major: General Business Minor: Computing Technology and Applications	Tuscaloosa, AL

PROFESSIONAL EXPERIENCE

University of Alabama at Birmingham <i>Director of DEI Education</i>	Birmingham, AL <i>11/2021 – Present</i>
<ul style="list-style-type: none">• Support the inaugural Associate Dean for Diversity, Equity, and Inclusion• Develops project management plans and timelines• Prioritizes and initiates DEI office projects and assignments in an efficient and effective manner to achieve desired outcomes• Provide logistical and administrative support for projects and events	
University of Alabama at Birmingham <i>Program Manager</i>	Birmingham, AL <i>10/2013 – 11/2021</i>
Leadership: <ul style="list-style-type: none">• Serves as the inaugural chair of the School of Nursing Staff Council• Elected to serve as School of Nursing representative for UAB Staff Council and Chair of the Staff Development Committee• Served as the Benevolent fund coordinator for the School of Nursing, raising \$38,000 in funds with more than 90% participation• Served as UAB Sustainability Ambassador, raising awareness for sustainability opportunities among UAB, the community, and globally; created the School of Nursing's Sustainability Committee• Served as panelist for Career Wise training program offer by UAB Organizational Learning and Development	

Human Resources:

- Hires student staff using UAB internal hiring processes, including Handshake
- Coordinates with the Executive Director of Administrative Operations and the Director of Human Resources for reporting, credentialing, and compliance of faculty and staff
- Manages aspects of onboarding, orientation, needs assessment, and training for all faculty and staff development
- Solicits, collects, and manages required documentation for certification, health requirements, and training to ensure compliance with accreditation, University, and industry standards
- Assists with human resource procedures for hiring and terminating School of Nursing faculty and staff
- Supervises staff of eight employees

Operations:

- Manages the daily operations of the Human Resources and Operations office to effectively engage 300+ benefit earning employees
- Assists with ensuring building compliance with all safety and security measures
- Assists with logistical planning and implementation review for school events both pre- and post-Covid operational guidelines

Finance:

- Manages payroll and tracks biweekly timesheet/ TEL documents, Kronos, and non-recurring elements
- Processes, tracks, and reconciles expenditures of the Operation's Office using Oracle functions, P-Cards, and BuyUAB
- Managed travel for the Dean of the School of Nursing

Communications:

- Collaborates with the School of Nursing marketing department to maintain human resources-related aspects of the School of Nursing's website and intranet
- Disseminates monthly announcements using MyEmma and Microsoft Outlook
- Manages the distribution of confidential information for faculty and staff
- Participates and represents the department for internal School of Nursing, campus-wide, and external meetings

Winston Salem State University
Hall Director

Winston Salem, NC
6/2011 – 5/2013

Operations:

- Effectively managed the daily operations of a co-ed residence hall, ensuring the health and safety of over 500 residents
- Collaborated with facilities, counseling, campus security, and Campus Police to promote a safe and healthy living environment
- Efficiently managed a programming budget of \$20,000 to create educational and social programs
- Selected, trained, and supervised a staff of nine employees

Leadership:

- Advised Residence Hall Association that served over 1500 students
- Created and coordinated a new thematic housing initiative, the W.I.S.H. program (Women In Science and Health) with the College of Health Science
- Developed and implement a new desk assistant program for the residence halls
- Adjudicated housing and student conduct violations using the Maxient Conduct Management Database System

- Served as case manager for the Office of Student Rights and Responsibilities
- Created and implemented procedures to ensure effective office management and business operations
- Maintained the Maxient online database to ensure accuracy of student conduct files
- Adjudicated violations of the student code of conduct in congruence with university standards
- Collaborated with Student Transition Programs and Students Disability Resources Center and Housing and Residence Life
- Conducted training sessions for the Maxient Conduct Management Database System

- Created presentations for students related to college transfers and the value of completing a post-secondary degree
- Advised students on a one-on-one basis regarding best methods in applying to a four-year college/university, including personal statements, housing request forms, and financial aid and scholarship packets
- Compiled and maintained all program activities via the WEST reporting system and other required data systems to completed weekly, monthly, and annual reports of program success and challenges

PRESENTATIONS

- Summer 2022 – **The Social Marketing Conference University of South Florida – Poster Presentation:** “One post at a time: Increasing diversity, equity, and inclusion in school of nursing”
- Fall 2021 – **University of Alabama at Birmingham – Capstone Presentation:** “One post at a time: Increasing diversity, equity, and inclusion in school of nursing”
- Spring 2013 – **Winston Salem State University - Resident Advisor Training:** “Incident Report Writing”
- Spring 2013 – **Winston Salem State University – School of Health Sciences:** “W.I.S.H. - Women in Science and Health”
- Spring 2011 - **University of West Florida – Student Affairs Symposium and undergraduate psychology class:** “150 Characters or Less: How to Communicate with the Millennial Generation”

VOLUNTEER EXPERIENCES

Presentations:

Concerned Citizens of Hueytown: S.P.I.C.E. & B.R.A.C.E.

- April 2022 – “A Quick Guide to a Great Interview”
- April 2021 – “Budgeting and Financial Literacy”
- April 2019 – “Reality Check”
- April 2014, 2015 – “The Importance of Resumes”
- March 2014 – “Communicate Well & Dress for Success: How to say Thank You”

Activities:

- Spring 2022 – Birmingham ACE: Academy of Civic Engagement
- November 2019 - Habitat for Humanity
- February 2019 - Church of the Highlands: Serve Day

- December 2018, 2019 - Church of the Highlands: Giving Hope Volunteer
- February 2016, 2019, 2020 - Hands on Birmingham: Project Homeless

AFFILIATIONS

- 2019 – present - Project Management Institute: Member
- 2019 – 2020 - Toastmasters International: Member
- 2017 – 2018 - City Club Birmingham: Board Member Young Executives
- 2016 – 2018 - Birmingham Urban League: Member
- 2014 – 2016 – Young Professionals of Birmingham: Member
- 2011 – 2013 – National Association of Student Personnel Administrators: Member
- 2010 – 2013 – Association of Student Conduct Administration: Member
- 2007 – Delta Sigma Theta Sorority Incorporated: Member

NEWS RELEASES

UAB Reporter:

- March 25, 2021 – “Employees and employers are excited about Graduate School’s new interdisciplinary degrees”
- February 5, 2020 – “Map career goals and take charge of your career”
- October 28, 2019 – “Discover programs available to staff through UAB’ educational assistance benefit”
- June 6, 2019 – “Employees create sustainability network across campus”
- May 30, 2019 – “New Staff Council Reps to begin work in August”

MULTIMEDIA FEATURES

UAB Nursing Magazine:

- Fall 2020 – page 28
- Fall 2014 – page 2, 10

UAB Nursing Video Presentations:

- Spring 2020 – Benevolent Fund Campaign
- Fall 2019 – Campus Kronos Training
- Fall 2014 – Integrity Core Value

CERTIFICATIONS AND TRAININGS:

University of Alabama at Birmingham

- Diversity Equity and Inclusion Ambassador: Unconscious Bias, Safe Zone, Bystander Intervention, Cultural Awareness Building Blocks
- University of Alabama at Birmingham School of Nursing: Life Saver
- Prevent Discrimination and Harassment
- Practical Project Management
- 7 Habits of Highly Effective People
- Crucial Conversations
- Emotional Intelligence

- DISC

Winston Salem State University

- Totally Responsible Person

University of West Florida

- Disability Support Services

HONORS AND RECONITIONS:

- February 2022 – Step of the Plate
- February 2018 – Prelicensure of the Month
- January 2014 – present – School of Nursing Core Value Recipient for the following core values: Excellence, Collaboration, Diversity, Integrity, Caring, Communication, and Innovation