

# Alyssa Krieger, CAPM

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## EDUCATION

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**UCLA Anderson School of Management** | Master of Business Administration  
2027

Expected: June

Specializations: Social Impact, Globalization | Membership: Net Impact

**Wayne State University - Mike Ilitch School of Business** | Bachelor of Business Administration

December 2019

Major: Marketing Management | Minor: Mandarin and Asian Studies

Study Abroad - China (Beijing, Shanghai, Wuhan) | Coursework in Global Supply Chain & Marketing

## EXPERIENCE

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**University of California, Los Angeles School of Law** | Los Angeles, CA

Program Coordinator | March 2023 – Current

- Manage events, budget tracking, administration, and operations of the Resnick Center for Food Law and Policy, International and Comparative Law Program, and Visiting Scholars, Jurists, & Researchers Program at UCLA School of Law.
- Lead application and onboarding process for 50 international visiting attorneys, judges, academics, and PhD candidates each academic year while creating and maintaining a strong community atmosphere among the stakeholders.
- Increased international partnerships in the Visiting Scholars, Jurists, & Researchers Program, also increasing revenue by 100% compared to pre-COVID numbers, generating an average revenue of \$125,000 per year.
- Manage collaboration between the International and Comparative Law Program and the South Korean Consulate in Los Angeles to celebrate the 70th Year of the US/ROK Alliance with speakers including former Secretary of State Leon Panetta and various government officials from both the United States and Republic of Korea.
- Successfully reinstated the Food Law Society student group for the 2023-24 academic year, remaining active for the 2024-25 academic year.
- Manage all event logistics for a two-day conference and board meeting + dinner that included securing 4 venues, facilitating the creation/print/distribution of promotional flyers and custom merchandise, coordinating a webpage build out to host event details and RSVP form, managing communication of event logistics to approx. 2 dozen speakers involved, facilitating the purchase of two hotel room blocks for attendees, coordinating a publication table to showcase speaker materials, managing a team of approx. 15 volunteers to assist with day of execution, and managing the conference budget.
- Manage travel and accommodations for Program Directors and student attendees for various national and international conferences, submit corresponding reimbursements.
- Coordinate software implementation of Salesforce to automate application process and program tracking for the Visiting Scholars, Jurists, & Researchers Program from inquiry to alumni status.

**Gibson Dunn & Crutcher, LLP** | Los Angeles, CA

Payroll Specialist | March 2021 – March 2023

- Led payroll operations for the L.A. headquarters and D.C. office by coordinating and executing payroll for 2,000+ staff, executives, and attorneys, which resulted in 18-25 million dollars processed semi-monthly.
- Supported the Hong Kong, Beijing, Singapore, and Dubai offices transition to a new ADP software that tracks employee time; met with stakeholders in each office and ran employee test data through the ADP eTime software.
- Developed expertise on state, county and city labor laws in CA, CO, DC, TX, NY to consult managers about employee work schedules to ensure labor laws are followed.
- Mitigated a significant glitch in employee W-2s in Workforce Now by training three team members to fix the issue and adjusted 50 employee W-2s.
- Executed onboarding and offboarding of ~200 Summer and Fall Associates into the payroll system.
- Mentored new employees in their first few months as part of a program to help them adjust and navigate the firm.

**AppleOne** | Long Beach, CA

Operations Associate & Recruiting Coordinator | February 2020 – February 2021

- Managed weekly payroll processing and reports for 200 temporary associates weekly.
- Exercised expertise on sourcing techniques, recruitment strategy, process administration, and current state and local

employment laws for 122 cities in Los Angeles County and Orange County.

- Sourced and screened candidates for temporary, temporary-to-hire, and direct hire positions using an internal customer relationship management system that tracked applicants through completion to satisfy monthly KPIs to 100% completion.
- Created a tracking system for all COVID cases involving 40 employees for compliance using Google Office Suite.

**Gift of Life Michigan** | Ann Arbor, MI

Assistant | January 2018 – January 2020

- Managed office operations and communications with the public, transplant patients, donor family members, and medical staff about Gift of Life Michigan, Michigan's only federally designated Organ and Tissue Recovery Program.

**Brightstar Care** | St. Clair Shores, MI

Finance Manager | March 2016 – January 2018

- Performed weekly ADP billing to 25+ private clients and insurance companies and processed weekly payroll using ADP Workforce Now for 50+ employees.
- Aided in scheduling interviews, recruiting and on-boarding new employees, processed paperwork, performed background checks, and verified references using internal CRM and applicant tracking systems.

**CERTIFICATIONS**

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Certified Associate in Project Management (CAPM) | November 2022 | Project Management Institute

**SKILLS**

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Project & Program Management | Payroll Compliance & Audits | Event Management | Budget Tracking | MS Office Suite  
ADP Systems | Client Relationship Management | Salesforce | Monday PM Software | Conversational Mandarin

**EXTRACURRICULAR**

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**Project Management Institute - OC** | Orange County, CA

Chapter Member | November 2022 – present

- Participate in a 6 month long mentorship program as a mentee, coordinating with project management industry professionals in order to achieve long term career goals.
- Attend continuing education events in order to grow my skill set and remain in good standing as a Certified Associate in Project Management (CAPM).

**Animal Welfare @ 10 Organizations Throughout Southern CA** | Los Angeles County & Orange County, CA

Volunteer | March 2020 – present

- Employ project management skills and strategic thinking to improve processes and aid overcapacity issues at Long Beach Animal Care Services.
- Partner with local rescues and shelters, training facilities, and community organizations including Long Beach Animal Care Services, K9 Kismet dog rescue, Baloojah's Foundation, K9 Kommittee, and Blockhead Brigade to network and train adoptable animals.
- Created memorial bringing awareness to the overcapacity crisis in local shelters that has been featured annually at a Pitbull Appreciation Day event as a part of the Dia de Los Muertos exhibit, consisting of a clear container filled with rocks, each with a euthanized animal's ID# or name from the local animal shelter to visually quantify the amount of animals put to sleep.
- Maximize partnerships between local organizations and animal shelters by bringing adoptable shelter dogs as demo dogs to events where I am performing training demonstrations in order to network and socialize them while providing help to community members in need as a measure to prevent owner surrender.
- Utilize expertise in special needs and behavior intensive dogs to provide pro bono training, assist in behavior assessments, and coordinate resources for rescue, adoption, and foster.

**Gift of Life Michigan** | Ann Arbor, MI

Volunteer, Guest Speaker | September 2014 – December 2019

- Co-Chair for the Gift of Life Campus Challenge winning team at Wayne State University, which required spearheading the development and execution of a program to register over 2,000 new organ and tissue donors statewide.
- Recruit and train a group of sixty volunteers on organ donation statistics, how to speak to the public about donation, and best practices to correct misinformation.
- Manage partnerships with other student organizations, local police departments, the American Red Cross, and local news outlets in order to expand reach nationally.