
Joy B. Cunningham

Present Position

Senior Support Specialist, American Institutes for Research (AIR)

Provide administrative support to TA Partnership Project Director and staff and works independent of supervisor. Develops and maintains effective relationships with internal and external clients through verbal and written communications. Prepares correspondence, various reports and assist with proofing, editing and formatting. Other duties include: preparation of minutes from meetings, calendar updates, preparation of presentation material, coordinate logistics for off site meetings and trainings, and conference planning and on-site support for annual meetings for System of Care Communities and other program partner meetings.

Professional Experience

Senior Support Specialist, Technical Assistance Partnership for Child and Family Mental Health, American Institutes for Research (2002–Present)

The TA Partnership for Child and Family Mental Health provides assistance to local communities so that they can more effectively treat children and their families with emotional disturbances. Responsibilities include: Developing and maintaining effective relationships with internal and external clients, preparing minutes from meetings, preparing presentation materials and providing conference planning support for bi-annual meetings.

Executive Secretary, Child and Adolescent Services, Mental Health Mental Retardation Authority of Harris County (1999–2002)

Maintained Deputy Director and Medical Directors daily schedule, schedules appointments, arranges travel and assists in meetings. Acted as liaison between Deputy/staff and Deputy/Executive staff. Attended meetings for supervisor as assigned. Monitored, arranged, coordinated and take minutes for Advisory Council, management team meetings. Prepared and disseminated meeting agendas and minutes. Official recording secretary for Children's Advisory Council. Prepared and processed purchase and time and leave vouchers, budget adjustments, personnel requisitions and other internal forms. Supervised duties of Administrative Secretary or other office staff, evaluated and makes performance recommendations.

Executive Assistant, NationsBank (Bank of America) Healthcare Finance Group (1996–1998)

Reported directly to two Senior Vice Presidents. Assistant to two Relationship Managers and two Analysts. Duties included day to day administrative support, maintaining customer and prospect files with all current financial information including annual reports, 10-K, 10-Q, working with confidential information, establishing and maintaining credit files, interacting with credit policy personnel, scheduling, generating reports, interacting with numerous corporate departments, handing special projects and assisting with the production of presentation booklets. Extensive experience with travel arrangements and budget. Excellent communication, telephone and customer relations' skills



Administrative Assistant, NationsBank, Energy Finance Division (1993–1996)

Processed and maintained reports related to the Energy Industry. Coordinated schedule and special projects. Assisted two Senior Vice Presidents that traveled frequently. High volume of telephone calls.

Employment History

- 2002–Present** Senior Support Specialist, American Institutes for Research
- 1998–2002** Executive Secretary, Mental Health Mental Retardation Authority of Harris County
- 1996-1998** Executive Assistant, NationsBank (Bank of America)
- 1993-1996** Administrative Assistant, NationsBank (Bank of America)

