

SUE WRIGHT

Program Support Supervisor/Program Coordinator

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EXPERTISE

Event planning | Staff and Office management | Library management | Website Content management | Assistive technology equipment management | Project management | Social media analysis | Advertising campaign management | Marketing automation | Conducting market research | Persuasive copywriting

TECHNICAL SKILLS

Staff management | Website management | Library & Inventory management | Data analysis | Contract management | Hardware maintenance | Professional development planning and support | Cloud computing | Advertising and Graphic design

PROFESSIONAL EXPERIENCE

PROGRAM SUPPORT SUPERVISOR 1 | Special Ed Tech Center, Central WA University | Ellensburg, WA 2013 – present

This position is responsible for coordinating activities within the Special Education Technology Center (SETC), supervising part-time and student staff, and managing financial duties related to the program. Additionally, the role involves ensuring the program's success while supporting diversity and inclusion efforts at CWU.

- Use data systems for accurate data collection and reporting.
- Prepare biannual publications and promote program activities both on campus and with outside organizations.
- Coordinate with agencies and departments for program activities and represent the program in meetings.
- Communicate CWU policies to staff and keep them informed.
- Initiate and process purchases (lending library equipment, office supplies, etc.), using pro-cards or purchase orders.
- Contract management, billing school districts for SETC services, payments for speaking engagement, and video creation
- Reconcile financial records, process payments, and create expenditure reports.
- Maintain financial records and send monthly invoices to school districts.
- Supervise part-time and student staff, overseeing work related to inventory, equipment management, and customer service.
- Handle recruitment, hiring, training, performance evaluations, and employee development.
- Monitor staff and contractor hours, approve time requests, and manage corrective actions as needed.
- Foster a supportive, professional work environment and promote employee engagement.

PROGRAM COORDINATOR | Special Ed Tech Center, No Limit Grant, Central WA University | Ellensburg, WA 2000 – 2013

Manages the statewide lending library, prioritizes and schedules other project services such as training and consultation, manages the purchasing and billing activities of the project and supervises the collection of data needed for state reporting. She also trains and supervises the program assistant and two student employees and regularly gives direction to school district personnel seeking assistance through our project services.

OTHER EXPERIENCE

INTERNATIONAL STUDY ABROAD PROJECT MANAGER | Bridges Abroad | Kittitas County, WA 2003 – 2013

Plan and implement transportation, housing and activities for a 10-day homestay. Organize 10 host families to match interests with 10 boys and 10 girls from Tamamura-Machi Junior High, Tamamura Township, Japan. This is an annual home-stay project to increase international friendship.

- Plan a walking tour of Ellensburg, visit local museums, historic sites and areas of community interest.
- Plan an agenda of activities and organize transportation and meals to coincide with those activities.

EDUCATION

BACHELOR'S DEGREE | Art, Studio Art Specialization, Art History | Central Washington University 2024

BACHELOR'S DEGREE | Administrative Office Management, Business Administration | Central Washington University 1993

INTERESTS

| Nature photography | World-Wide travel | Sculpture | Sewing | Mixed media drawing | Watercolor painting | Hiking & mindfulness