



**Trina Weekes**

*Assistant Director of HRIS  
HSPH Human Resources*

**Background**

Trina Weekes has been working at the Harvard School of Public Health within HSPH HR for the past 23 years. She started as a high school student through an internship program and has been promoted many times over the years. As a student intern, Trina was very interested in working with computers and enjoyed typing and word processing. After graduating from high school, Trina was asked to stay on and was offered a full time benefits eligible position. In this role, she worked at the front desk providing customer service to people walking into the Human Resources office, and was responsible for answering phones, word processing and data entry. While Trina enjoyed this position, she was determined to attend college and figure out if she wanted a career in human resources or pursue a career working with computers. She continued working at Harvard full time and took classes in the evenings. After receiving her Associates degree, Trina continued her education and received her Bachelors and Masters while working full time.

Trina was promoted many times from Staff Assistant I to Staff Assistant II and then to an Office Manager. Through the years, she took on more responsibilities including working with the department's budget, University systems, troubleshooting issues and supervising staff. Still very passionate about working with computers, Trina continued to develop her skills by taking computer courses at the Extension School. Eventually, her role developed into a Human Resources Information System (HRIS) role which allowed her to be more involved with running reports and metrics, creating excel spreadsheets, PeopleSoft implementation and partnering with central and other departments within the University. Today, Trina's role is a hybrid of both an HRIS Manager and a Department Administrator and continues working with the budget of the department, overseeing the website, metrics and reporting, implementation of systems, trainings, and mentoring 2 staff members.

Trina has taken advantage of many courses and trainings over the years including software development courses at the Extension School and trainings through Center for Workplace Development (CWD). Most recently Trina has been honing her leadership and management

skills by taking advantage of the Leadership trainings offered through CWD, as well as taking courses on motivating others and negotiation skills.

When asked about risks Trina had taken in order to get to where she is, Trina mentioned that the time she was pursuing her Associates, Bachelors and Masters degrees while working full time at Harvard was both challenging and risky. The uncertainty of how things would end up and the concern that her performance at work could be affected because of her evening classes and course work, but she always reported to work on time and never had any attendance issues. Trina mentioned that it was very helpful to have a supportive manager, team and family. In addition to her supportive team, it was also helpful to have the Harvard University benefits including tuition assistance, vacation and personal days.

Trina feels very fortunate to have been given the opportunity to work at Harvard University as a high school student and to have such a supportive team over the years which allowed her to grow throughout her career. Trina believes that in order to be successful you have to have the drive and passion to reach your goals and know what direction you want your career to go in.

### **Resource to You**

Interested in learning more about Trina Weekes and her work or getting one on one advice from Trina herself? Contact her directly via email!