



University of Houston
Division of Administration and Finance
University Services



Spotlight on Nancy Nguyen: Office Coordinator

Known as the “Jack of All Trades” in the EVC/EVP Administration & Finance office, Nancy Nguyen wears many hats. With her desk as the main hub of activity, she is the first person one sees upon entering the office. Her smile and friendly demeanor make her popular with the rest of the office staff.

Nancy has been with the University since February 2008. She is currently the Office Coordinator for the A & F EVC/EVP Office. She helps the executives in all aspects of their day to day needs which includes: handling their schedules, preparations for meetings, coordinating Executive A & F events and meetings and working on map projects for EVC/EVP Admin & Finance. Nancy maintains the A & F website, posting and editing items as needed.

Along with her office duties, she plays an important role in the financial tasks of the department. She serves as the Payroll Approver and maintains personnel records such as employee information, timesheets and lost time reports; tracks status of submitted personnel and administrative forms. Nancy also coordinates travel arrangements for staff and processes travel reimbursement forms and prepares the Expense Reports for P-Card and T-Card Purchases.

Nancy is expecting her first child shortly and says, “I’m looking forward to being a new mother soon.” Dr. Carlucci, EVC/EVP Administration & Finance says, “Nancy is headed for a new stage in her life.... She’s taking care of big babies (Emily, Dr. Carlucci and Tom) right now, and will soon be taking care of a real baby!”