



AI Training

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 Lead with AI

This Certifies That

Trina Weekes

Has Demonstrated Practical Expertise By Implementing
A Minimum Of Four AI Assistants.

Hereby Recognized As A

Qualified AI Leader

CONDUCTED BY

Phil Kirschner

TRANSFORMATION PARTNER, LEAD WITH AI



Trina Weekes

TOOL
**PERSONAL BOARD
OF DIRECTORS**

**HRIS Process & Change
Management Assistant**

Turn HR processes into clear maps, explain who is affected by system changes and how, and create simple training materials like job aids and step-by-step guides.

TOOL
**AI PRODUCTIVITY
ASSISTANT**

**Director of Communications &
Compliance Outreach**

Sends emails to DAs about MA PFML acknowledgements; ensures the right people get the right policy messages efficiently. (Non-sensitive data)

TOOL
**AI INSIGHT
ASSISTANT**

**Director of Insights &
Professional Development**

Keeps me updated on trends, earning opportunities, and new ideas in my HRIS/Data Analytics Reporting field.

TOOL
**AI CODING
ASSISTANT**

Excel Formula Expert

Turns my plain language description of what I want in Excel into ready-to-use, tailored formulas and helps me understand, fix, and reuse them.

TOOL
**AI RESEARCH
ASSISTANT**

**Director of Research &
Storytelling**

Summarize and format historical events into short, script-ready bullet points for the Celebration with the Stars Recognition Event.

TOOL
**AI CREATIVE
ASSISTANT**

Creative Director

Responsible for fast, on-brand, HR-safe visuals; Quickly creating images for the HR website/intranet.