



AI Training

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 **Lead with AI**

This Certifies That

Patrice Brown

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

My AI Workplace Operating System

A practical AI hub for communication, operations, creative work, decision support, and proactive administrative follow-through.

Patrice Brown | Assistant Director of Administration

Harvard workplace AI use cases

Workplace AI agents

Where the custom GPT team plugs into daily operations

**Faculty Assistant Coach**
Training roadmaps, demos, and adoption guidance.

**Email Attention Scanner**
Replies, deadlines, approvals, and important inbox items.

**Accounts Payable Assistant**
Reimbursement clean-up, reconciliation, and documentation checks.

**Hiring & Employee End-Date Tracker**
Appointment, renewal, new hire, and end-date follow-through.

AI HUB: MY CUSTOM GPT TEAM

Prompt libraries • workflows • templates • policy-awareness checks

**Ariana**
Executive admin partner for drafting emails, organizing next steps, and keeping faculty support moving

**Jazzy**
Communication coach & Professional Mentor

**Rodrigo**
Operations analyst for SOPs, bottlenecks, process maps, trackers, and repeatable workflows

**Creative Director**
Visual storyteller for slide design, training materials, branding, and executive-ready visuals

**Harvard Advisory Board**
Strategic review panel for policy-sensitive decisions, risks, stakeholder impacts, and defensible recommendations

How I use AI at work

A repeatable workflow from messy input to action

1

Capture notes, emails, policies

2

Structure templates, checklists, SOPs

3

Draft messages, summaries, roadmaps

4

Review risks, gaps, tone, next steps

5

Automate scans, reminders, trackers

Practical outcomes

Faster follow-up

Cleaner handoffs

Earlier risk flags

Repeatable SOPs

Better faculty support

Strategic time