



AI Training

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This Certifies That

Vickie Aldin Eudelle

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

Vickie Eudelle’s agent constellation

Assistant Director of Administration · Harvard T.H. Chan School of Public Health

HR + PAYROLL

- **HR Ops Weekly Briefing Agent**
Turns notes, trackers, and questions into a weekly briefing.
- **Personnel + Payroll Records Agent**
Organizes dates, salaries, assignments, changes, and variances.
- **HR Follow-up Email Agent**
Drafts careful HR follow-ups with clear asks and next steps.
- **Policy Question Clarifier Agent**
Frames uncertain policy questions without assuming facts.
- **Coordinator Position Clarification Agent**
Untangles position requests and plans constructive follow-up.

DATA + RISK REVIEW

- **Dashboard Observation Agent**
Reports visible facts, uncertainty, and what needs confirmation.
- **Dashboard Insight Agent**
Identifies attention areas, likely questions, and talking points.
- **Scam + Safety Triage Agent**
Reviews suspicious material and gives practical safety steps.

WORKFLOW + PROCESS

- **Cyprus Payment Process Agent**
Converts payment notes into a step-by-step SOP.
- **Task Follow-up Planning Agent**
Organizes meetings, deadlines, owners, and follow-ups.
- **Task Tracker Product Prompt Agent**
Turns tracker issues into developer-ready implementation prompts.

COMMUNICATION + CAREER

- **Professional Email Drafting Agent**
Drafts and revises concise, send-ready professional emails.
- **Career Exploration Agent**
Suggests fitting higher-ed roles, search terms, and targets.
- **Simple Explanation Agent**
Translates models into brief, plain-language explanations.

LEADERSHIP + STORY

- **North Star Infographic Agent**
Builds a structured visual roadmap from goals and safeguards.
- **Executive Decision Advisor**
Recommends actions with rationale, tradeoffs, and sequencing.
- **AI Story / Ghostwriter Agent**
Shapes AI experience into a polished leadership narrative.

SCHEDULED + SPECIALIZED

- **Claire - Inbox Review**
Classifies Outlook threads and drafts replies; never sends.
- **ClaireFlow - Morning**
Reads the task board and drafts a morning reminder.
- **ClaireFlow - Afternoon**
Flags open or newly due tasks before day-end.
- **Visual Strategist**
Turns concepts into polished, print-ready visuals.
- **Research Assistant**
Synthesizes a cited briefing across verified sources.