

I am highly organized and have 9+ years of experience in managing multiple projects with shifting deadlines. My strengths include my work ethic and my willingness to adapt to new situations. I enjoy learning and collaborating with others.

TECHNICAL SKILLS

Microsoft Office, LMS, Adobe, Canva, Concur, Zoho, SPSS, Zotero, LibGuides, WordPress, Weebly

EDUCATION

A.T. Still University		12/2022
Doctor of Health Sciences	GPA 4.0	
University of Illinois at Urbana-Champaign		08/2017
Masters of Science in Library & Information Sciences	GPA 3.91	
DePaul University		06/2015
Bachelor of Arts, English & American Studies	GPA 3.79	

WORK EXPERIENCE

Accreditation Council for Graduate Medical Education (ACGME)

Associate Executive Director 02/2018-06/2023

- Create and implement project plans across departments
- Responsible for ensuring documents meet internal standards
- Oversight of the cyclical accreditation process including writing complex materials, completing basic analytics, and providing subject matter expertise to committee members
- Provide excellent customer and reference services to a wide variety of stakeholders
- Spearheaded the creation of a longitudinal online educational course, rated highly by participants and bringing in new revenue
- Collaborated with other departments in migrating to Microsoft Sharepoint and acting as Champion for the section
- Manage and develop process improvements to increase efficiency
- Participate in strategic planning and budgeting
- Lead section employee engagement efforts
- Supervise one team member

Independent Contractor

Research Librarian (Part-time) 02/2021-08/2021

- Planned and conducted literature reviews in response to specific parameters in a variety of databases
- Populated and organized Zotero as a reference management system, including creating metadata and tagging consistency
- Created and presented training materials for the organization on how to conduct literature searches and use database

ACGME

Senior Accreditation Administrator 08/2017-02/2018

- Responsible for meeting planning and preparation at various locations, including arranging hotel, AV, and catering
- Provided excellent customer services to over ten different surgical specialties and subspecialties

- Created meeting minutes to record actions
- Orient and train a new team member

Accreditation Administrator

03/2014-7/2017

- Meeting planning for committee meetings
- Schedule meetings, take minutes, manage calendars

Artful Dodger**Administrative Support (Part-time)**

8/2013-3/2014

- Maintained inventory
- Created product descriptions on a variety of platforms
- Created content and maintained company blog on WordPress and utilized HTML and CSS to customize the site
- Created content on social media platforms

Slipcover Source**Administrative Support (Part-time)**

8/2013-3/2014

- Created and sent invoices using Zoho, and tracked payments
- Provided customer service
- Updated the company's website using the WordPress platform

Chicago Dental Society Foundation**Grant Writer Intern**

8/2013-11/2013

- Researched and wrote grants
- Planned the main fundraising event for the foundation

 CERTIFICATES

CITI program: Social & Behavioral Research-Basic

Coursera: Fundamentals of GIS

 AWARDS

Honorable Mention, deCordova Award for American Studies Thesis: "More than Hawkeye's Love Interest: Cora through a Feminist Lens." 11-2012

English Honors Society: Sigma Tau Delta 12-2011

 INTERESTS

Letterpress printing, calligraphy, bookbinding, book arts