

Director of Education ~ Associate Director (Medical Services)

10+ years' rich experience in education, meeting, accreditation, certification and project management including various aspects of CME and medical education. Creative, Self-motivated with demonstrated strengths in recruitment of faculty, development, administration and implementation of the educational program of the annual scientific meeting, on-site meeting logistics. Proven expertise in managing documentation of CME credits, and compliance with all ACCME/ANCC/ASRT essentials. Deft in collaborating and communicating with the Management, Council and committees, multiple departments and outside vendors. Thorough professional, with high caliber, work orientation, and ability to handle multiple functions and activities in a high pressure environment due to inherent ability to identify and prioritize tasks at hand. Excellent man-management, time management, communication, leadership skills; Computer literate.

PROFESSIONAL VALUE OFFERED

Program Management Accreditation	ACCME/ ANCC/ ASRT Accreditation Documentation/Compliance	On-line CME programs Liasioning/Public Relations	Annual Meeting Budgeting/MIS
Personal Management	Resource/Data Management	Administration/Operations	Analytical Skills
Vendor Development	Cross Functional Coordination	Training & Development	Team Management

PERFORMANCE MILESTONES

- Distinction of streamlining the CME process that included creating and implementing a CME manual, Satellite symposia process, LOA and MOU process.
- Nominated as Society's key expert on CME outcomes, performance improvement, and quality improvement.
- Having credential of monitoring the Certificate and evaluation process that resulted into huge saving.
- 'Single point of contact' for the development, implementation and delivery of all other regional, co-sponsored, online and enduring products including development of curriculum and course structure.
- Having credential of handling HRS through the re-accreditation process by ACCME and NYSNA.

CAREER PROGRESSION

Program Manager – Accreditation and Compliance, Heart Rhythm Society, Since 2008

- Overall responsible for managing the accreditation process, continuous improvement of accreditation policies, procedures, and processes.
- Pioneer in managing new and ongoing CME/CE projects.
- Designed & developed RFPs, reviews/evaluates proposals, manages vendors and consultants.
- Interfacing & coordinating with the ACCME, FDA, AMA and ANCC.
- Proactively contributed in developing, crafting and managing all processes and guidelines for the invited speaker and abstract process.
- Efficiently liaisoned with marketing team to develop and implement marketing communication plans for products, programs and services.
- Actively involved in handling all on-site logistics including materials handling, registration and issue resolution.
- Drawn up evaluation strategies to measure the effectiveness of all the CME/CE activities.
- Led & guided the team to ensure compliance with the guidelines of the ACCME, NYSNA, ANCC, ACGME, AAMC, AdvMed and FDA during the development and implementation of continuing education activities.
- Coordinating with other office units/department, and developing additional services and programs.
- Overseen the abstract submission process for the Annual Meeting, and capturing content in the online Live Learning Center.
- Structuring annual operational budget and implementing control measures to contain expenses within defined limits.
- Introduced the concept of MIS reporting to update the Management on regular basis.

- Handled management of facilities/infrastructure to ensure cost effective workability.
- Accountable for planning, directing & controlling the Organization's activities to ensure that all scheduled targets and standards are achieved within allocated budget.
- Reviewing existing systems & procedures and designed internal controls/quality audit checks for various operational areas for achieving higher operational efficiency, resource rationalization and cost reduction.

Course/ Accreditation Manager, PERI Inc., 2007 – 2008

- Assumed responsibility for managing the development and curriculum delivery of all accredited continuing education courses annually for individuals working in the industry including scientists, doctors and nurses.
- Associated closely in site selection and room block arrangements.
- Closely monitored PERI's Accreditation status with three accreditation bodies (ACCME, ACPE and VNA).
- Drove the initiative to maintain thorough and accurate documentation for all CME programs in compliance to ACCME.
- Instrumental in administration and processing of all direct, joint and co-sponsorship requests.
- Accountable for identifying & defining need, scope, objectives, analysis of substitutes, solution proposals, execution, constant assessment & enhancements of systems.
- Provided leadership to project teams and integrated their efforts to maximize operational productivity.

Meetings and Educational Programs Manager, American Psychiatric Nurses Association, 2004 – 2006

- Accomplished responsibility for planning, organizing and coordinating meetings, seminars and workshops held locally and nationally.
- Judiciously handled the in-house registration process for the Clinical Psychopharmacology Institute and Regional Chapter meetings including advertisement of the Education activities.
- Collaborate with the Education Director and Conference Planning Committee to plan educational sessions for the annual conference and scheduled annual conference keynote speakers.
- Contributed significantly in the production of meeting related publications, including the registration brochure and final program book.
- Coordinated post-event correspondence, and financial reports.
- Drove the efforts for maintaining speaker/chairperson database.
- Reviewed and processed speaker travel expense reimbursement and speaker honorarium.
- Designed, developed and managed the association's educational programs, on-line courses, the Internet Slide Library, CD-ROM based programs, webinars and sponsored symposia and trained the user about these programs.
- Played pivotal role in bringing medical education and CME training, on site and online, to both patients and health care providers, domestically and globally.
- Led & guided a team of associates, manage and implement a number of key PHA programs.
- Devised effective strategies for promotion and management of medical professions membership programs.
- Successfully managing the production of quarterly journal Advances; facilitates communication among medical professionals.

Credentialing Representative, Aps Healthcare, 1999 – 2002

- Responsible for tracking, organizing and reviewing provider application and credentialing Documents.
- Meticulously reviewed and verified information from providers and verification agencies.
- Verified Hospital privileges, completion of degrees, Board certification and state Licenses.

EDUCATION

- Pursuing CCMEP.
- Associate Degree – Early Childhood Education with Certificate in Teaching – Eregi Teachers College
- Trained Project Manager (preparing for PMP) PMI @ Virginia Technology
- Bachelors of Science, Degree in Psychology with concentration in Human Services – Kentucky State University

PROFESSIONAL MEMBERSHIP

- Alliance for CME
 - Young Non-Profit
 - PMI
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