

Jill S. Crittenden
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Topeka, KS 66610
Phone (816) 244-1388

SUMMARY OF QUALIFICATIONS

Typing: 80+ wpm
Extremely organized

EDUCATION

University of Kansas, Lawrence, KS 1987-89
BACHELOR OF ARTS IN PSYCHOLOGY
Subjects studied: Psychology, Spanish, Social Welfare, Chemical Dependency

Baker University, Baldwin City, KS, 1985-1987

PROFESSIONAL EXPERIENCE

November 2001-
September 2002

CLEVELAND CLINIC, Westlake, Ohio
Appointment secretary

June 1997-
May 2001

UNIVERSITY OF KENTUCKY MEDICAL CENTER, Lexington, Kentucky
Department of Internal Medicine Education
Program Coordinator, Internal Medicine Residency Program
Responsibilities:
Organization and facilitation of intern recruitment including enlisting faculty to interview candidates, developing interviewing schedule, matching applicants with faculty interviewers, and making all arrangements for ongoing recruiting events.
Prepare departmental rank list submitted to National Residency Matching Program.
Maintain documentation of residency training program compliance with accreditation requirements.
Assist Program Director in documenting evidence of compliance with accreditation agencies (ABIM, ACGME, ACP, etc).
Attend and record minutes of meetings of several committees.
Serve as liaison between Associate Chair for Education and College of Medicine offices (Academic Affairs, Graduate Medical Education, etc.).
Develop annual budget proposals. Monitor budget expenses and provide periodic budget reports.
Supervise Internal Medicine Office staff. Provide primary administrative support to the Associate Chairman for Education, which included maintaining appointment calendar, processing of vacation and professional leave, transcription and filing of correspondence.
Participate in screening, hiring and training of new personnel.

August 1994-

VANDERBILT UNIVERSITY MEDICAL CENTER - Nashville, Tennessee

May 1997 Department of Ophthalmology
Medical Secretary III
Responsibilities:
Assist the Residency/Education Coordinator
Patient/Doctor liaison
Scheduling of patient appointments
Coordinating and scheduling daily attending physician clinics
Coordinating and scheduling physician surgeries
In charge of United Way Campaign for Ophthalmology department
Dictaphone transcription

May 1993 - August 1994 WILLIAM BATES FINANCIAL CORPORATION - Brentwood, Tennessee
Administrative Assistant to the CEO
Responsibilities:
Ordering of Dun & Bradstreet financial reports
Correspondence for credit department and management
Using Lotus for accounts turned over for collection
Answering multi-unit telephone system
Filing

Temporary 3/93 - 5/93 OUTLOOK NASHVILLE, Nashville, Tennessee
Receptionist/Secretary
Responsibilities:
Answering multi-unit telephone system
Database entry - client donor base

Jan 1992 - Jan 1996 CELEBRITY FITNESS, Nashville, Tennessee
Responsibilities:
Client database
Billing

1989 - 1992 HOUSTON'S RESTAURANT, Overland Park, Kansas
Ranked in top ten servers for two years
Hostess trainer

1984 - 1989 NATIONAL PHOTO, Kansas City, Missouri
Retail
Bookkeeping