

# Amber Wells

(559) 772-5757 | amberloo.wells@gmail.com | 2300 Kamm Ave., Kingsburg, CA 93631

## Summary

Driven, with proven knowledge and expertise in organizational administration, program development and event planning. Highly organized and detailed oriented, with skills in office systems and coordinating. Excels at prioritizing, completing multiple tasks simultaneously, and thrives in a fast paced environment.

## Experience

- Program Coordinator**, Valley Children's Pediatric Residency Program, Madera, CA 2017-Current
- Administration and coordination of graduate medical education program
  - Coordination and organization of program recruitment and social functions
  - Plan and implement medical education events
    - Interprofessional Education Day
    - Health Care Disparities Panel
    - MATCH Day Celebration
    - White Coat Ceremony
    - Resident and Faculty Retreats
  - Manage departmental and committee meetings such as CLEW, QI&PS, Scholarly Activity, and CCC
  - Undergraduate Medical Student management
  - Provide administrative assistance to the Program Director, APDs, and UME Director
  - Software management – MedHub, AMION, SPOK, ERAS, Thalamus, GME Track, WebADS
  - Responsible for documentation and credentialing for all medical education training
  - Maintaining current records with the ABP
  - Monitoring of work hours
  - Manages materials for ITE exams and proctors exams
- Administrative Assistant III**, UCSF Department of Surgery, Fresno, CA 2016-2017
- Provided administrative support to the Program Director and Associate Program Director by using discretion and independent judgment in handling sensitive and confidential matters regarding the residency program, administrative issues and District Attorney cases. Also maintain a detailed and accurate itinerary/calendar for both physicians including, but not limited to, meetings, surgeries and other events.
  - Identify and resolve issues and oversights such as procedure conflicts and scheduling conflicts.
  - Assist with the residency curriculum-creation of itineraries, packets for applicants, evaluations for each applicant, and day of interview events, E\*Value duty hours, monitoring, and reporting resident duty hours monitoring, SPEC reports, SPEC

procedure reports, maintenance of the leave days tracking for IRIS reporting.

- Assist with creation and curriculum and development of Acute Care/Trauma Surgery Physician Assistant Residency Program.

Assist with skills lab renovation and serve as the liaison between the Surgical Skills Lab Director and outside vendors/presenters.

**Legal Assistant**, Kahn, Soares & Conway, LLP, Hanford, CA

2013-2016

- Met with clients and other legal professionals to discuss case details, conducting client interviews and all client intake services, prepared and maintained electronic and hard copy client files.
- Used various methods to conduct research including LexisNexis, Westlaw, credit reports, tax and legal filings when necessary to locate persons and compile information for investigation.
- Processed all assigned cases according to company and client service level agreements.
- Drafted various documents, including, but not limited to, reports and correspondence from dictation and written notation, court pleadings, estate planning documents, commercial contracts, land agreements, and prenuptial agreements.
- Daily communication with the public, including court liaisons, opposing counsel, clients and county employees.
- Handled filing of legal documents with the corresponding county for client land transfers.

**Customer Service Representative**, Pacific Pulmonary Services, Hanford, CA

2010-2013

- Designed electronic file systems and maintained electronic and paper files.
- Served as central point of contact for all outside vendors needing to gain access to the building.
- Dispersed incoming mail to correct recipients throughout the office.
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Received and screened a high volume of internal and external communications, including mail and email.
- Cooperated with Medicare, Medicaid and private insurance providers to resolve billing issues.

## Education

**Fresno City College**

2005-2006

**Golden State Business College, Certified Massage Therapist**

2002-2003

## Community Service

**Ambulatory Assistant Coach**, Valley Children's Healthcare; Adaptive Sports Track & Field

2019

Coaching children with a variety of physical disabilities in the various aspects of track & field