

KAREN DICK

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QUALIFICATIONS SUMMARY:

- Exemplary interpersonal skills, strong work ethic
- Highly focused and results-oriented in supporting complex deadline-driven operations; able to identify goals and priorities and resolve issues in initial stages
- Respected for ability to communicate with diverse array of individuals
- Demonstrated capacity to work independently as well as member of a team

TECHNOLOGY EXPERIENCE:

MS Office Suite; Oracle Financials; PeopleSoft; Print Shop

ADMINISTRATIVE SUPPORT SKILLS:

- Coordinated fellowship program for 50 clinical and research postdoctoral fellows
- Supervised fellowship recruitment process for approximately 100 plus applicants
- Tracked resident duty hours, conference attendance, rotation schedules, and delivered monthly evaluations
- Coordinated bi-weekly conferences, including reserving rooms, composing and distributing announcements
- Interacted with Stanford University Payroll, Immigration, Travel & Reimbursement, Accounts Payable
- Managed and distributed annual rotation and monthly on-call schedules for faculty and clinical fellows
- Responsible for entering pay lines in PeopleSoft

RELEVANT WORK EXPERIENCE:

Fellowship Coordinator, Administrative Associate, Stanford University 2005 - 2008
Administrative Office Support, Manpower Staffing Services, Palo Alto, CA 2004 - 2005

OTHER EXPERIENCE/VOLUNTEER WORK:

HIV/AIDS Relief Counselor: Acute Diversion Facility supported LBGQTQ, Latino, African, Asian-American, etc., populations seeking help with substance abuse, mental health, and other health-related issues; conducted intake interviews; introduced clients to community resources and alternative in-house treatment methods; facilitated groups and group outings/in-house activities; dispensed medications as directed

Animal Rescue/Community Outreach: Animal adoption/rescue; coordinated fundraising projects; raised funds through off-site events; facilitated emergency rescue efforts

International Travel

Oregon Trail Chapter of the American Red Cross

REACH Community Development, Inc.

EDUCATION:

San Francisco State University, San Francisco, CA
B.A. Anthropology

LANGUAGES:

Conversant in Bahasa Malaysia/Indonesia and Hebrew

