

Amber J. Meyer

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Skills

Microsoft Office Suite (Word, Excel, Access, Powerpoint, Outlook)

CAE Fidelis Laerdal iSimulate Gaumard Social Media Platforms Banner E*Value
Blackboard SimIQ Noliq Traditional art mediums Model Actress

Education

- Georgia Gwinnett College (2012-2013) Core classes

Philadelphia College of Osteopathic Medicine- Georgia Campus

(June 2017- Present)

Simulation Center Administrative Assistant- Suwanee, GA

- Assist directors with prepping for daily simulations and exams
- Created user manual reference guide and simulator and software tutorials for training purposes
- Created Standardized Operating Procedures policy for work study students
- Prepare and submit standardized patient payroll paperwork bi weekly
- Assist with coordinating standardized patients as well as students in exam area
- Prepare specific paperwork for all events, exams, simulations as needed
- Updated calendar weekly for Center- events, tours, simulations, exams, etc.
- Conduct and coordinate all tours of Center, walk ins, prospective students, scheduled tours, Open House nights, etc.
- Coordinate work study students, create weekly work schedule, collect and submit time sheets, manage simulation stations personnel and roles
- Program and run medical scenario simulations for students, paramedics, EMT basics, nurses, Doctors, Pharmacists, utilizing CAE, Gaumard and Laerdal manikins and their correlating softwares
- Program and run iSimulates for simulations
- Create and apply moulage make up and prosthetics for various scenarios with wounded standardized patients and manikins
- Set up for all skills training sessions with various medical task trainers
- Reset tubing, wiring, wifi, limbs, etc. for manikins and task trainers

- Played voice for all manikins, as well as improv acting as a patient or patients family member
- Process student paperwork into EValue files for all programs
- Help coordinate simulations all over campus with outside schools and participants
- Troubleshoot various technology errors and issues that come up periodically with manikins, software, tablets, monitors, etc.
- Run SimiQ software for exam announcements, recordings, etc.

Devious Designer

September 2010-Present

Freelance Art Designs- Lawrenceville, GA

- Create various design work for individual clients for personal, and upcoming companies interested in utilizing design and illustrations to promote their products and ideas
- Skilled in artist grade pencils, inks, pens, colored pencils, markers, and acrylic paints

Philadelphia College of Osteopathic Medicine- Georgia Campus

(June 2015- June 2017)

Admissions Administrative Assistant- Suwanee, GA

- Serve as an initial point of contact for students, applicants and other visitors both in person and by phone for Admissions office
- Scan all Admissions paperwork for all programs (DO, Biomed, Pharmacy) into Noli and update Banner- paperwork included technical standards, transcripts, response forms, letters of intent, change of address, sign in sheets, decision letters, interview forms, etc.
- Generate decision letters for DO program, input into Noli and Banner
- Withdraw applicants in system for all programs
- Input deposit information into Banner system for all programs
- Assist with preparing and during interview days and Open House events
- Input attendance for interview days into system
- Scheduled, rescheduled, confirmed and withdrew applicants for DO and Pharmacy interviews- maintained color coded interview spreadsheets daily
- Organize and schedule all catering orders for Admissions events
- Reserve rooms for all Admissions events and meetings
- Take meeting minutes for all DO Committee meetings and input into system
- Generated report with all applicant information for review at committee meetings
- Code decisions into Banner for applicants files

- Maintained confidential information of applicants
- Train, coordinate and create weekly schedule for work studies
- Monitor daily Admissions reports and update system as needed
- Daily correspondence with director and program representatives regarding updates to upcoming events and numbers specific to events, interviews and matriculation
- Daily maintained multiple email accounts, update systems daily with new information received from applicants

Remanufacturing and Design Group

June 2014-June 2015

Assistant Project Manager- Alpharetta, GA

- Created, prepared and submitted all project bids
- Created and maintained weekly quote list
- Corresponded daily with clients via phone and email
- Created weekly orders to vendors for job materials and maintained positive relationships with all vendors
- Managed weekly accounts receivable report
- Processed weekly payroll for all subcontractors
- Maintained and directed weekly job schedule and overview
- Managed and coordinated daily support for on-site sub-contractors
- Created all work orders and sign off sheets for employees
- Organized and created filing system to manage paperwork for all projects
- Formulated project cost analysis worksheets for current and new projects
- Handled logistics including paperwork, supplies and materials to jobsites
- Supervised office assistant and oversaw accountant and filing important documents
- Administered new methods and processes of improving business transactions and payroll
- Created Microsoft Office templates for quotes, invoices, change orders, etc.
- Gained knowledge of QuickBooks Pro software to create bids, invoices, purchase orders and retrieve job summaries

The Conlan Company

March 2012- May 2014

Administrative Assistant- Marietta, GA

- Briefly trained in reading jobsite blueprints
- Managed weekly timesheet for employees
- Answered all phone calls
- Attended weekly meetings, and administered summary to superintendent and guests

- Documented/scanned/copied quotes, invoices, contracts, transmittals, purchase orders, receipts & petty cash reimbursements
- Organized and managed all employee files and all subcontractor files
- Screened potential salespersons and their companies for supplies and equipment for job site
- Processed packages and deliveries for Conlan and all subcontractors on job site

LUSH Cosmetics

October 2012- July 2013

Sales Ambassador- Buford, GA

- Gained extensive product knowledge of all products sold and demonstrated
- Rang up all customers on register
- Cleaned/stocked store while opening and closing
- Trained in proper facials, foot and hand treatments, and makeovers for customers
- Provided excellent and friendly customer service to every customer in the store, guided and answered questions of all customers in store
- Emphasized company goals, history and values in my own work ethic
- Consistently met and surpassed daily sales goals

The Home Depot

March 2011-March 2012

Cashier, Greeter, Paint Associate- Suwanee, GA

- Provided excellent customer service daily
- Mixed paint colors for customers
- Extensive product knowledge throughout the store
- Returns cashier, approved and denied customers merchandise
- Dealt with various customer issues, resolved with teamwork with fellow employees
- Covered for head cashier, scheduled lunch breaks, trained fellow employees in paint department and on register
- Awarded employee of the month, mentioned positively in several customer satisfaction surveys