

## **JASON S. BURKE**

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### **EDUCATION**

University of Wisconsin - Madison, Madison, WI  
Graduated August 2014, Bachelor of Science (English) Emphasis on Literature and Education

### **PROFESSIONAL EXPERIENCE**

Curriculum Transformation, School of Medicine and Public Health, University of Wisconsin-Madison 2015-present  
*University Services Program Associate, Medical Education Office (MEO)*

- Managed/coordinated all meetings related to the Curriculum Transformation, including Steering Committee, Leadership Team and Design Team.
- Organized/coordinated all AV and remote access for meetings using a variety of technology, including distance education rooms, phone and video conferencing. Ability to troubleshoot technical issues when needed.
- Established excellent communication with faculty, staff and students involved with the Curriculum Transformation.
- Designed and distributed Qualtrics surveys related to the Curriculum Transformation. Tracked responses and collated data into reports for distribution.
- Lead support person for the first iteration of the Internship Preparatory Course for 176 fourth year medical students. Coordinated course schedule to ensure that nine separate subspecialties had adequate space for all breakout sessions (300 total sessions across two weeks). Coordinated additional administrative and AV support as needed. Designed, developed and administered evaluations to ensure student feedback on every session was received.
- Independently managed the Thread Database, a large spreadsheet cataloging all the "Thread Learning Objectives" for the new curriculum. This comprehensive database is used to track ten longitudinal Threads of Learning Objectives which are woven throughout the new medical education curriculum.
- Analyzed five course proposals for the new curriculum to ensure consistency with Thread Database was maintained. Communicated any discrepancies to the course director so issues could be resolved promptly.
- Organized/managed travel arrangements for site visits to other medical schools to learn about their curriculum transformation process. Coordinated with all travelers, hotels and travel agency to ensure our faculty and staff had no travel issues. Communicated with staff at the site to plan agenda. Coordinated travel reimbursements.
- Assisted as needed with other MEO duties, including proctoring exams and assisting with Integrative Case days.

Morgridge Center for Public Service (MCFPS), University of Wisconsin-Madison, Madison, WI 2014-2015  
*Campus Coordinator, AmeriCorps Achievement Connections*

- Created AmeriCorps campus recruitment system for UW-Madison student volunteers.
- Developed all techniques and materials to interview and recruit volunteers.
- Conducted numerous in-classroom presentations and created partnerships with UW-Madison entities outside the Morgridge Center to guarantee a steady flow of dedicated volunteers with appropriate tutoring skills.
- Interviewed all volunteers to ensure they were good matches for the program, then trained them before they were sent to the high schools. Promptly organized and entered online documentation for each interviewee.
- Recruited and interviewed 170 student volunteers, surpassing the program's recruiting goals.
- Assisted with other MCFPS duties, including representation of the organization at Public Service Fairs and Student Orientation, Advising and Registration (SOAR) resource fairs.

Wisconsin Union Directorate (WUD) Film, University of Wisconsin-Madison, Madison, WI 2013-2014  
*Summer Marquee Films Associate Director (2013); Alternative Films Associate Director (2013-2014)*

- Chair, Alternative Film Subcommittee. Led volunteer committee members in selection of films to be screened; mentored volunteers who were interested in future leadership positions. Coordinated with film distributors to book screenings. Managed film calendar spreadsheets to ensure screenings were scheduled properly.
- Lead Coordinator for two campus film festivals; supervised volunteers to ensure that these large events ran smoothly.

### **TECHNICAL SKILLS**

Extensive experience with Microsoft Word, Powerpoint, Excel and the Google suite. Proficient with Adobe InDesign. Experience with Qualtrics survey software. Experience with Learning Managements Systems including Canvas, OASIS, and Learn@UW.

**REFERENCES:** Available upon request.