# 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

Surgery Clerkship Coordinator, Feinberg School of Medicine, Northwestern University          2017-Present
*Program Assistant 4, Department of Surgery*

- Coordinated the 8 week Surgery Clerkships and 4 week Surgery Sub-Internships for approximately 200 Medical Students each year. Built student rotation schedules based on preferences and faculty availability for each rotation.
- Worked closely with faculty leadership for the Clerkship and Sub-I to collate and review course evaluation data to take student feedback on the courses and make adjustments to ensure that students have a positive experience on the Clerkship.
- Collated faculty and resident feedback for each student and compiled their OSCE and NBME scores so that faculty leaders could review and assign grades to each student based on their performance. Entered and released all student grades and faculty comments into grade forms.
- Coordinated orientations for clerkship and Sub-I students. Led an introduction to the clerkship session to introduce students to the different assignments and sessions they would be responsible for while rotating with us. Managed skills trainings at orientation. Led a laparoscopic skills and camera driving training lab for all students during orientation.
- Proctored OSCE and NBME examinations for the students ensuring a fair and non-disruptive testing environment.
- Coordinated Surgical education tracks for large scale academic events such as Intro to Phase 2 and Intro to Phase 3, and Capstone, to ensure that medical students were ready for each new step in their education.

Curriculum Transformation, School of Medicine and Public Health, University of Wisconsin-Madison          2015-2017
*University Services Program Associate, Medical Education Office (MEO)*

- Managed/coordinatied all meetings related to the Curriculum Transformation, including Steering Committee, Leadership Team and Design Team.
- 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 adequete 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 discrepencies to the course director so issues could be resolved promptly.

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.

## TECHNICAL SKILLS

Experience with the following programming languages: HTML, CSS, Javascript. Experienced with jquery, nodeJS, chartJS, Bootstrap, and Bulma. Experienced with test driven development using Jest. Extensive experience with API's. Extensive experience with Microsoft Word, Powerpoint, Excel and the Google suite. Proficient with Adobe InDesign. Experience with Qualtrics and Redcap survey software. Experience with Learning Managements Systems including Canvas, and OASIS.

**REFERENCES:** Available upon request.