

Amber M. Blair

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EDUCATION

University of Missouri
Bachelor of Science in Education

PROFESSIONAL EXPERIENCE

Program Support Coordinator | UMKC School of Medicine
December 2020-Present

Coordinates communications involved with maintaining the 400+ clinical sites and preceptors.
Review, analyze, and evaluates student information necessary for the fulfillment of clinical rotation requirements.
Review, analyze, and processes data from student, course, and clinical rotation evaluations.
Monitors and verifies 400+ clinical preceptor documentation, licensure, and credentials.
Communicates and monitors 100+ student course enrollment activities.

Office Support IV | UMKC School of Nursing and Health Sciences
November 2018- December 2020

Maximized academic spaces within the Health Sciences building by assigning 50+ classrooms and conference rooms using Ad Astra.
Supervised 5+ work-study students, including management of schedules and daily tasks.
Tracked completion of 100+ student files and generated acceptance letters and letters requesting additional documentation for file completion.

Office Support III | UMKC School of Dentistry
July 2013- November 2018

Responsible for the daily non-clinical operations of their assigned office including patient satisfaction, revenue, and profitability.
Collected co-payments and verified insurance coverage.
Scheduled and confirmed 100+ patient appointments.
Prepared new patient charts neatly and accurately.
Responded to 100+ patient billing or financial inquiries.
Collected and posted payments and recorded receipts.

PERSONAL SKILLS SUMMARY

Ability to be flexible and able to shift priorities as demands change.
Ability to work in a team environment and interact closely with team members.
Excellent organizational skills and a self-starter
Excellent verbal and written communication skills

COMPUTER SKILLS SUMMARY

Canvas
Project Concert
Typhoon

