**Anisa Osman**

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**Professional Summary**

Administrative professional with three years of experience in higher education. Able to prioritize and manage conflicting demands while being proactive at using best practices to reduce cost.

**Areas of Expertise**

* Strong facilitation skills
* Managing financial systems
* Strong communication and analytical skills
* Building relationship with key stakeholders, external partners and decision makers
* Program management and development
* Strong desire for diversity and integrity
* Administrative and organization development support
* Best practices for cost reduction
* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, OneNote)
* Languages: Fluent in English and Somali

**Professional Experience**

*University of Minnesota* December 2017 - Feb 2020

**Administrative Specialist – Cancer Clinical Trials**

* Provide administrative support for the opening of cancer clinical trials in Greater Minnesota at 18 different clinics
* Manage subject participation in research protocol
* Facilitate the successful implementation of the IRB approved protocol ; read and interpret clinical protocols ; assess study related needs; evaluate Feasibility; and provide input to facilitate implementation
* Manage day-to-day calendars of the network
* Prepare agendas and meeting materials as requested; attend selected meetings, record and disseminate minutes as requested
* Provide clinical research assistance to University faculty performing clinical research
* Work on budgets and setting goals for the study operations
* Use EFS financial system to do the following financial support: create Purchase Orders, purchase supplies, process expense reimbursements, and reconcile Purchasing-Card purchases. Total budget was $4 million dollars. Proactive at using best practices to reduce cost and save MNCCTN money.
* Coordinate travel, registration, and lodging for MNCCTN team travel, as well as plan administrative guest visits, such as booking lodging and other travel arrangements
* Assist with event preparation, including ordering food and refreshments, securing venues, and creating printed and electronic materials
* Order lab supplies and mailing kits to patients in clinical trials and print materials to clinics
* Adhere to cancer research regulations such as IRB, RedCap, and OnCore

**Key Accomplishments**

* Supported the growth of the network by establishing organizational goals, policies, and procedures
* Analyzed and reconciled all financial charges to our program implementing policies to save money
* Improved communication by effectively strategizing different committees with roles and tasks that best fit the individual
* Identified ways to improve performance, policies, and programs
* Was the main point of contact for the network that has 150+ providers

*Lexis Nexus* March 2014-November 2017

**Quality Assurance Specialist**

* Managed all layout, design, and content of all communications including presentations, newsletters, event support materials, and brochures
* Directed all email messaging for 3.2M database users, from creation to execution using Fishbowl platform
* Developed regional promotional concepts that increased sales, traffic, and brand awareness
* Delivered quarterly and annual marketing presentations at all levels (manager, director, leadership, executive)
* Monitored competitive movement in the market, including price, print, TV, radio, and email activity/offers
* Managed creative and print process for all promotions
* Planned and executed all community, trade show, and employee appreciation events
* Managed and reconciled regional marketing budget, and negotiated all vendor partnership costs to reduce cost and secure new affordable vendors
* Regular quality checks to ensure accurate data

**Key Accomplishments**

* Produced reliable test procedures
* Maximizes the asset’s service life while reducing overall costs

*Banadir Community* October 2011-February 2014

**Community Outreach Specialist**

* Provided English-Somali Interpretation for more quality connections with new immigrants
* Assisted new immigrants with job placement, food, shelter, activities, etc.
* Prepared annual budget for community outreach activities
* Maintained a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities
* I partnered with different non-profit organizations that aimed at helping immigrants transition into their new life and connected clients with a variety of services.
* Reached the goal of bringing everyone together as one community, Oneness
* Oversaw the planning and implementation of outreach strategies

**Key Accomplishments**

* Helped create a mentorship program for elderly, youth, and children
* Developed best practice to connect with different non-profits to connects services and clients
* Created more organizational skills for the community center and helped create an administrative role

**Volunteer Experience**

*Southdale Hospital* August 2007-June 2010

**Member Services Volunteer**

* Assisted nurses
* Assisted with discharging
* Emotional and physical support to patients
* Administrative support

**Education**

*Metropolitan State University*  2016

**Bachelor of Arts**

Major: Social Science with a concentration in Global Studies, Minor in Biology

Achievements: Dean’s List Junior and Senior year, Magna Graduate, First Generation Scholarly Award