

# Amber M. Blair

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## EDUCATION

University of Missouri

Columbia, MO

Bachelor of Science in Education:

Graduated: May 2023

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## PROFESSIONAL EXPERIENCE

*Program Support Coordinator*

UMKC School of Medicine

Kansas City, MO

December 2020-Present

- Maintains 400+ clinical sites and preceptorships. Monitors and verifies preceptor documentation, licensure, and credentials.
- Reviews analyzes and evaluates information necessary for the fulfillment of clinical rotation requirements and processes data from student, course, and clinical rotation evaluations for 100+ students.
- Communicates and monitors 100+ student course enrollment activities.

*Office Support IV*

UMKC School of Nursing and Health Sciences

Kansas City, MO

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

Kansas City, MO

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 patient insurance coverage.
  - Responded to 100+ patient billing or financial inquiries, collected and posted payments, and recorded receipts.
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## 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
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## COMPUTER SKILLS SUMMARY

- Canvas
- Project Concert
- Typhoon