

# Elizabeth “Liz” Riggs

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## Program Specialist | Program Educator

📍 Columbia, IL

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**Performance Profile/Performance Summary:** Detail-orientated problem solver with excellent analytical skills and a track record of optimizing productivity, reducing cost and streamlining workflow. Highly personable, with strong belief on adding a personal touch even when faced with limited resources. Highly innovative with a strong aptitude to learn new skills and programs quickly. Develops and maintains strong working relationships with other departments, teams and community stakeholders.

**Professional Competencies:** project management – email marketing – customer service – video editing – budget management – financial forecasting & planning – print design – database management – event management – web conference platforms – networking – instructional design

**Technology Competencies:** – Microsoft Office – Emma – Adobe Creative Suite – Qualtrics – Docusign – Google Workspace – Zoom – WordPress

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### PROFESSIONAL HIGHLIGHTS

**Health Professions Fair:** Oversees the recruitment of health professionals and event management and acts as the Medicine and Anatomy liaison, working with over 15 partnering high schools, in St. Louis City, County and select private and parochial schools

- In 2024, successfully transition location of the fair into a new location on campus that will allow for future expansion of the event
- After a two-year hiatus, increased the number of health professional participation by 18% in 2023 with zero professional no-shows

**Saturday Scholars Program:** Oversees program implementation and over 60 medical student volunteers and 5 student leaders who provided hands on experiences to over 70 local high school students during a five-week anatomy program

- Reduced variable spending by over 40% by removing redundant purchases, changing vendors and completing previously outsourced tasks in-house
- Provided instructional design guidance for medical students to change the structure of the program to the virtual format in 2021 and 2022
- Revamped the volunteer structure and improved medical student participation from 82% in 2023 to over 96% in 2024

### PROFESSIONAL EXPERIENCE

**Washington University School of Medicine, Saint Louis, MO**

**11/2018 – Present**

**Office of Diversity, Equity & Inclusion – Office of Diversity Programs**

**Project/Program Coordinator**

**10/2022 - Present**

Took on additional responsibilities as a Secretary III and was promoted in the summer of 2022. Manages and coordinates key events and programs for the Office of Diversity Programs (ODP), performs essential billing responsibilities for the department, program budgeting, creates marketing materials for recruitment and supports medical student affinity groups

- Provides onsite event management for on and off campus ODP events, including the Saturday Scholars Program, Health Professions Fair, ODP Graduation Dinner, Networking Socials, WashU Welcome and Homer G. Phillips Public Health Lecture Series

- Ensures all departmental charges, direct bills, Procard transactions are reconciled in Workday
- Facilitates new relationships with other departments on the Danforth and medical campuses to meet program needs
- Introduces available WashU applications/programs to improve operational processes, track marketing trends and secure confidential information
- Launches an online resources page for med school and residency recruitment events to track applicant interest

### **Secretary III**

**11/2018 – 9/2022**

Provided executive administrative support and completed special projects assigned by the Associate Dean for Diversity. Oversaw day to day operations of the front reception area. Assisted with the office's annual events and programs

- Significantly reduced total costs by 25% by completing tasks "in house" instead of outsourcing to third party vendors (graphic design, printing and rental services) and using different vendors
- Assumed the responsibility of program lead for the virtual Saturday Scholars Program, WashU Welcome, MLK and Homer G. Phillips Lecture Series
- Remodeled the framework of annual ODP programs/events in the virtual setting from 2020 - 2022
- Centralized all recruitment related brochures, important handout and pertinent videos into an online resources page for prospective applicants to use at recruitment events

### **English as a Second Language Teacher – Parkway School District, Creve Coeur, MO**

**7/2018 - Present**

Teaches advanced level evening ESL classes in the virtual setting who reside in the St. Louis County

- Improves instruction by incorporating new materials and technology in the class setting
- Provided individualized coaching sessions to colleagues and skills based workshop on online instruction in the summer/fall of 2020
- Achieved a 78% class progression rate for the 2023-2024 academic year, compared to the program's 71% and the federal target of 62%.

### **Elementary Guidance Counselor – Riverview Gardens School District, St. Louis, MO**

**6/2015 – 5/2018**

Implemented comprehensive guidance program addressing the social, emotional and academic needs of the study body through classroom lessons, small group and individual counseling. Provide referrals to outside agencies to meet needs of students and families

### **EARLIER CAREER EXPERIENCE**

#### **Teaching Assistant – Special School District, St. Louis, MO**

**1/2012 – 6/2015**

#### **Graduate Teaching Assistant – Saint Louis University, St. Louis, MO**

**8/2011 – 5/2012**

### **EDUCATION**

**Saint Louis University, Saint Louis, MO**  
Master of Arts, School Counseling

**2012**

**Illinois Wesleyan University, Bloomington, IL**  
Bachelor of Arts, Psychology and Sociology

**2009**

### **TRAININGS/CERTIFICATIONS**

**Adult Education & Literacy, Educator's Certificate, State of Missouri**  
*Expiry: Sep 2121*

**Sep 2018**

**Master Gardener Trainee, Illinois Extension Master Gardener Program, Monroe County, IL**

**Jun 2024**