

Christina Mayne

Professional Summary

Health Science professional offering excellent communication and computer skills with a unique ability to adapt to any situation while maximizing opportunities for organization, process building, and collaboration. Meets deadlines, strong attention to detail, and a consistent ability to readily adapt to changing environments and demands.

Professional Experience

Residency Program Manager: Emergency Medicine

Truman Medical Center Kansas City, MO • October, 2016 – Present (Full-time 40+ Hours per week)

- Act as the primary liaison between the Residency Program Director, Chief Residents, and GME Faculty
- Manages the needs of the residency program ensuring compliance with departmental policies, hospital, and external regulatory agency guidelines
- Manages the daily operation of the residency program office ensuring smooth flow of planning, preparation and execution of activities related to maintaining program accreditation, residency recruitment, resident education, and wellness
- Oversees and manages the internal Google Education platform including the maintenance and utilization of the education suite functions to support the Emergency Medicine department

Residency Program Manager Special Projects and Skills

- Proficient knowledge and use of online educational training platforms
- Advanced Microsoft application skills, Zoom, Outlook, Google, Adobe Pro
- Designed and created a virtual recruiting website for prospective EM residency applicants to participate in a virtual application season
- Designed and created a web-based biannual evaluation tool for program leadership to evaluate resident performance
- Designed and created an individualized google education-based tracking system that collates each resident's individual performance, procedures, and deadlines

CME Credit System Specialist

American Academy of Family Physicians, Leawood, KS • June, 2012 – September, 2016 (Full-time 40+ Hours per week)

- Served as a process expert accountable for working with medical education staff, leadership, constituent Chapters, and other CME provider organizations to review and determine eligibility for continuing medical education activities for over 3500+ CME/CPD activities annually
- Assisted with internal compliance activities and conducted external audits ensuring alignment with the framework of the AAFP CME Credit System Eligibility Requirements, the ACCME Accreditation Criteria and Standards for Commercial Support, and other CME-related rules and regulations
- Served as the subject matter expert by representing the AAFP Credit System in the FDA REMS program by conducting audits and participating in the annual reporting process
- Performed as a project manager in several organizational initiatives

Senior Inventory Analyst

Apria Healthcare, Lenexa, KS • November, 2008 – June, 2012 (Full-time 40+ Hours per week)

- Processed and analyzed daily pick orders for medical supply distribution to over 70 branch locations across the Plains Region while cross referencing data statistics on inventory availability and product usage
- Prepared an average of 200 products daily for cross-country shipment and distribution and completed all necessary paperwork for transit while complying with all Department of Transportation and Food and Drug Administration regulations
- Performed and managed weekly cycle counts and annual physical inventories with an average variance loss of less than 1% on a standing inventory of over \$1,000,000.00 worth of medical supplies
- Created multiple in-house inventory checks and balance systems to boost inventory accuracy netting the most accurate inventory results overall across 8 area distribution centers spanning the United States.

Pharmacy Technician

Prescription Solutions, Overland Park, KS ▪ March, 2008 – December, 2008 (Full-time 40+ Hours per week)

- Processed mail order prescription orders ensuring compliance with pharmacy procedures and regulations and using caution to notify the acting pharmacist of any potential patient safety issues as a result of negative drug interactions
- Provided telephonic support to both patients and health care providers with issues pertaining to medication questions, insurance (including Medicare), and pharmacist inquiries
- Maintained accurate medical records using an electronic health record system to record patient data, insurance information, medical history, allergies, and prescription orders.

Education

- Master of Science: Learning Technologies and Design – University of Missouri, Columbia, MO ▪ 2023
- Bachelor of Health Sciences (Summa Cum Laude) – University of Missouri, Columbia, MO ▪ 2016
- Liberal Arts-Longview Community College, Kansas City, MO ▪ 2013

Presentations

- *A Little DASH Will Do You Good: Creating Virtual DASHboards to Streamline Residency Management*-CORD 2021 Academic Assembly ▪ April 2021