

John Eller
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Experience

05-2012 - Present | Project Manager

Plexus Communications - Medical Communications

- Coordinates site recruitment for hospital/institution/clinic based/symposia CME Oncology activities
- Manages logistical details for speaker travel to CME activities (travel, hotel, correspondence, honorarium, expenses, etc)
- Manages program budgets and oversees contractual responsibilities
- Operates site website utilizing search optimization tactics
- Oversees all aspects of CME/CE guidelines coordination (application, disclosures, program evaluation forms, sign-in sheets, AMA Guidelines, ACCME Guidelines, PhRMA guidelines, etc) for hospital based, symposia, and enduring activities
- Works with faculty/speakers to assist with activity content development (identifying learning objectives, outlines, slide development, etc)
- Communicates with activity accreditors to ensure that all activities are CME/CE compliant
- Serves as key day-to-day point of contact for speakers regarding content development, logistics. CME/CE compliance etc.
- Ensures timely reporting of project status to the management team and commercial supporters

01-2011 - 05-2012 | Social Media Developer | Assistant Project Manager

Plexus Communications - Medical Communications

- Develop and design company's Facebook page
- Maintain all Facebook daily activities
- Assist with the development of grant proposals
- Assist with site recruitment for live CME activities
- Help coordinate speaker travel to live CME activities
- Maintain participant logs to assist with recruitment to subsequent activities

6-2011 - 7-2013 | Industry Researcher

Music Business Association - Trade association for music retailers, wholesalers, distributors, record labels, multimedia suppliers, technology, telecommunications and media companies; suppliers of related products and services; and individual professionals and educators in the music business.

- Update company website with latest industry news
- Assist in creating marketing campaigns
- Data analysis

Skills

- Self-Motivated
- Computer (software): Windows and MAC (Excel, Powerpoint, Word, QuickBooks, Sharepoint Designer)
- Fred Pryor Seminars: Facebook Marketing (6 CEUs)
- Organization
- Attention to detail

Education

Towson University - BS Business Administration - Concentration in Marketing

- Graduated: May 2012 (Dean's List 2009, National Society of Collegiate Honors member)
- Towson University E-business Contest: Target Inc. Runner up
- Towson University Music Society: President

