**S**HANNA KUREK

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(856) 397-4449 ▪ shannak44@hotmail.com

# ADMINISTRATOR, MEDICAL EDUCATION *Provide services to manage, support and execute medical education programming. Support measures that allow direct access to medical information and resources vital to continued growth in medical education, healthcare and the community.   Develop and maintain a collaborative working environment for personal development and professional advancement.*

## EXPERIENCE & ACCOMPLISHMENTS

## Rowan University School of Osteopathic Medicine, Stratford, NJ March 2010 – Present

## Program Assistant

* Assists in the management of procedures, policies and the operations of the office.
* Effectively communicates with student doctors, physicians, administrators and staff to plan and execute programs.
* Successfully manages the orientation website, which provides incoming medical students with information regarding orientation week programming, pre-matriculation requirements, IST services, health insurance benefits, class and exam schedules, student club information and professional conduct policies.
* Administers student health insurance and informs students of important policy information, wellness benefits and the process for the adjudication of outstanding insurance bills.
* Counsels students through the needlestick reimbursement process in compliance with RowanSOM privacy policies and HIPAA confidentiality laws as well as generates payments for needlestick reimbursements.
* Successfully completed the school’s proctor training and administers student examinations as needed.
* Writer and editor for the annual marketing magazine, monthly newsletters and promotional materials.
* Develops, generates and administers surveys to collect data for assessment needs.
* Receives and handles incoming correspondence for the department.
* Redesigned the "Needlestick/Exposure to Bloodborne Pathogens" health card.
* Launched the RowanSOM Alumni Association social media page on Facebook.

## Pensacola State College, Pensacola, FL August 2007 – February 2010

## Benefits Administrator

* Conducted new hire employee orientations in individual and group sessions.
* Counseled employees through resignation, termination and retirement processes.
* Educated employees on major and optional health insurance benefits, including health, life, dental, vision, pension plans, 457b deferred compensation and 403b annuity retirement plans.
* Managed open enrollment periods for the college.
* Researched and established new insurance vendors to provide employees additional products, such as cancer, intensive care, and disability insurance plans.
* Oversaw the recognition awards process as employees reached career milestones, including selecting vendors and products and processing estimates and purchase orders.
* Accurately balanced insurance billing reports for monthly payroll processing.
* Coordinated day-to-day mainframe processing needs and concerns with MIS.
* Served as a Privacy Officer in compliance with HIPAA and liaison for the Florida Retirement System.
* Recruited by the college president to serve on the College Naming Committee.
* Volunteered as a committee member of the annual Holiday Grande Gala to raise student scholarship funds.
* Served as a representative on the state-wide Florida Community College of Jacksonville RFP/ITN #2009-3 Committee to approve a limited number of annuity products for all Florida state colleges to offer employees.

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## Public Employees Retirement System of Mississippi, Jackson, MS September 2006 – August 2007

## Benefit Analyst

* Successfully researched, compiled, analyzed and interpreted complex employment, wage, contribution and service credit records for employees of the state of Mississippi.
* Calculated employee retirement benefit amounts and generated estimates of benefits.
* Regularly traveled throughout the state of Mississippi to present informational retirement seminars and provide PERS members individual retirement estimate of benefits.
* Used creative talents to generate internal agency news releases and newsletters.
* Maintained regular contact with other departments to coordinate claims processing requirements, furnish and obtain information, resolve problems and explain retirement benefit rules and regulation.

WeatherVision, Jackson, MS December 2004 – July 2006

WOAY News Channel 4, Oak Hill, WV July 2004 – October 2004

KCWY News 13, Casper, WY October 2003 – July 2004

## Reporter/Meteorologist

* Establish newsworthy stories and coordinate interviews.
* Research all news stories and segments for accuracy.
* Write and edit news stories for broadcast and conduct “live” shots.
* Maintain working relationships with members of the community and make necessary appearances.
* Supervise assistants, train new employees and counsel regularly with senior management.
* Utilize my knowledge of meteorology and communication skills to broadcast television reports in a personable manner.
* Accurately forecast the weather and create graphics.
* Update the news station web ticker, tree grid and information bar as weather conditions change.
* Manage and post weather teases on social media websites.
* Troubleshoot graphic issues in time-sensitive situations with ease.
* Never missed a story deadline or on-air broadcast.

## PROFESSIONAL AFFILIATIONS

# Villanova University Alumni Association, South Jersey Chapter December 2013 – Present

# Marking/Communications Coordinator

# News 12 Connecticut, Norwalk, CT February 2012 – Present

# Freelance Meteorologist

## SKILLS & TRAINING

# 25 Live, Adobe, Banner, Blackboard, Contribute, Microsoft Office Word, PowerPoint, Excel, Millennium, PCI, One45, Survey

# Gizmo, Survey Monkey

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## EDUCATION

**Master of Science in Administration (MSA)** University of West Florida – Pensacola, FL May 2014

**Bachelor of Science in Geosciences (BS)** Mississippi State University – Mississippi State, MS May 2010

**Certificate of Broadcast Meteorology** Mississippi State University – Mississippi State, MS August 2006

**Bachelor of Arts in Communications (BA)** Villanova University – Villanova, PA May 2003