nina l. taylor Hyattsville, MD | 202.904.8285 | [NLTaylor74@gmail.com](mailto:NLTaylor74@gmail.com)

EDUCATION

**Bowie State University, Bowie, MD**

M.A. in Human Resource Development 2009

Areas of Concentration: Organizational culture, Business strategy, Project Management, Adult Education learning

theory, Business Operation, Organizational consulting, Education & Training

**La Roche College, Pittsburgh, PA**

B.A. in Psychology & Sociology 2006

Areas of Concentration: Research Psychology, Human Resource Management, Business Administration, Marketing, Professional Presentation

Consulting EXPERIENCE

**Greater Goodwill of Washington DC**

Organizational Consultant 2008

Facilitated organizational restructure and development of training materials for the human resource and marketing departments

Magnolia Plumbing

Organizational Consultant 2008

Developed training materials in customer service and retention for the human resource, customer service and marketing departments

Southern Maryland Tri-County Action Committee, etc.

Organizational Consultant 2009

Developed training materials to enhance organizational cohesiveness with focus on business strategy, change management and economic growth

Chamber of Commerce 2010

**Educational Strategy Advisor**

Developed educational activities that reinforced business strategy and economic growth through community leadership and business partnerships

Ward 6 Council 2012

**Council Consultant**

Served on board speaking in regards to public health and patient care in Washington DC area clinics. Focused on facilities management, revenue enhancement, controlled fiscal management and applying quality improvement to identify errors and hazards in patient care.

VA08 Congressional Candidate 2014

**Fundraising and Logistics Strategic Advisor**

Managed large donor fundraising efforts, social media marketing during a competitive congressional race in Northern VA’s 8th district election.

RELATED EXPERIENCE

Clinical Care Options, LLC, Reston, VA

Senior CME & Educational Partnerships Manager June 2008 – Current

Designed and implemented educational programs in the field of Oncology, Virology and Rheumatology focused on comprehensive patient care, updates in guidelines, new drug releases, technology and clinical level business strategy. Facilitate CME/CE provider review, onsite support for educational programs, managing workflow and program invoicing. Manages proposal development, granting and pharmaceutical compliance submissions, Manages online educational tools cross functionally, faculty, schedules, budget, grant tracking, account management and content. Additional experience in best practices research, gap analysis, B2B markets and successfully implementing technology in innovative educational designs. Extensive knowledge in medical coding & billing, QRM and facilities management. Executed education for VA hospitals in live series on risk management, patient satisfaction and care coordination. Developed technology based on physician/patient research to deliver a point of care educational resource in clinics and hospitals that integrated pubmed, drug-drug databases apple iPad and mobile technology platforms. Extensive knowledge in implementing Electronic Medical Record software at point of care, enhancing patient services and QI.

The American Gastroenterology Association Institute, Bethesda MD

Education Manager January 2007 – June 2008

Worked closely with the American Gastroenterological Section Council Chairs and stakeholders to develop sessions for the annual Digestive Disease Meeting. Duties include managing the Invited Speaker Database (400+ physicians), providing logistical data for the clinical symposia’s held throughout the year. Planning and budgeting for annual conference. Maintaining Honoraria and Travel Reimbursement databases. Drafting templates and contracts for physicians and clinics. Managing the section Council Chairs to ensure fulfillment of their assigned duties. Duties also included managing the Abstract Base session planning periods. Abstract review and grading. Advanced knowledge of ScholarOne abstract management system. Expert in developing training and education focused on the Institute of Medicine Core, ABMS Maintenance of Certification and AAMC competencies

The Art and Drama Therapy Institute/ Adult Day Facility, Washington DC

Quality Assurance/ Incident Manager May 2006 – December 2006

Manages facility to ensure that documentation in treatment rooms (Individual Treatment Plans, Daily Documentation, Individual Support plans) are accurate and completed in a timely fashion, ensuring that employees are receiving adequate training and proper procedures are being used. Focused on patient satisfaction and quality. Implement safety design principles and test interventions. The Incident Manager investigates reports and reviews all serious reportable injuries and reportable injuries in compliance to The Mental Retardation and Developmental Disabilities Administration (MRDDA).

Muscular Dystrophy Association, Greenbelt MD

Marketing/ Budget Analyst June 2002- August 2002

Initiated contact with previous business sponsors for fundraising events. Managed budget and invoicing for the annual themed charity benefit which provided sponsorships to a special needs summer camp. Employed cost-benefit analysis to review financial requests, assess program tradeoffs, and explore alternative funding methods.

United States Department of Agriculture, Beltsville MD **September2001 – May 2002**

Junior Research Technician

Performed laboratory research for the Novel Investigation of Turkeys in-vivo. Conducted artificial insemination, prepared tissues, blood samples, cell cultures, staining and mobility testing. Experience in genetic testing, strategic planning, documentation, developing and maintaining research database, and genomic life cycles. Developed research protocol, abstract data from charts, coordinated clinical trials. Coordinated deliveries and stock in lab.

Skills

Microsoft Office Suite ⏺ Medical Education Accreditation ACCME, AMA, ANCC, ACPE, EEACME, AAPA, FDA, JCAHO ⏺OSHA ⏺ Salesforce ⏺ Adult Learning Theories ⏺ Gap, Evaluation analysis ⏺ Live meeting management ⏺ project management ⏺ account directorship ⏺ organizational restructuring ⏺ Quality Assurance ⏺ Negotiation & Invoicing ⏺ Revenue augmentation ⏺ Health information technology ⏺ Netsuite ⏺ PCMH ⏺ Practice transformation ⏺ Office Operations ⏺ Marketing ⏺ Social Media ⏺ Exhibits ⏺ Regonline ⏺ Contracts & Granting ⏺Sunshine Act

MEMBERSHIPS

American Society of Training and Development

Alliance for Continuing Education in the Health Professions

Professional Association of Health Care Office Management

Evolve HRD Society Board of Directors

aCTIVE PARTNERSHIPS

National Comprehensive Cancer Network

Stupid Cancer

International Myeloma Foundation

Cystic Fibrosis.com

Postgraduate Institute for Medicine

USF Health

Annenberg Center for Health Sciences

Lupus Foundation of America