

Renee Wall

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Professional Experience

OU Health Sciences Center Department of Dermatology

2000-Current

Staff Assistant

(December 2000)

- Greet patients
- Schedule patient appointments
- Coordinate patient care with healthcare professionals
- Balance daily cash deposits
- Perform other duties as assigned

Clinic Manager I

(January 2005)

- Coordinate patient care with healthcare professionals
- Manage clinical staff
- Oversee the hiring and training of staff members
- Oversee day-to-day management
- Lead staff meetings
- Develop and Implement Policies
- Perform other duties as assigned

Residency Program Coordinator

(January 2009-current)

- Assist Program Director and Assistant Program Director with the day-to-day administration of the residency training program.
- Provides support to nine (9) residents
- Arranges department-level trainee orientation
- Inform residents of inter and intradepartmental policy and procedure changes, with assistance from the GME (Graduate Medical Education) office, Program Director and Assistant Program Director
- Track, reports and ensures compliance with procedures
- Assist with trainee exams.
- Maintain MedHub data base with resident data
- Manages the evaluation processes of the training, program, faculty and rotations
- Oversees purchasing for the program
- Arranges department events including recruitment, orientation, graduation, as well as program related meetings.
- Maintains ERAS (Electronic Residency Application Service) database and oversees its processes during the residency recruitment season

- Performs all Match responsibilities. Assist with quota review and rank order list entry and certification in NRMP (National Resident Matching Program)
- Assist in the preparation for ACGME (Accreditation Council for Graduate Medical Education) program updates, reviews and GME (Graduate Medical Education) internal reviews
- Perform other duties as assigned

Administrative Assistant to Dr. Pamela Allen
(January 2011-current)

- Provide administrative support
- Maintains calendar, schedules appointments and arranges meetings
- Perform other duties as assigned

Department Chair's Assistant
(January 2013-current)

- Provide administrative support
- Maintains calendar, schedules appointments and arranges meetings
- Coordinates the faculty recruiting effort. Schedules and coordinates candidate's campus visit and arranges travel and ensures all aspects of the visit is successful
- Assists with department and University related projects
- Arranges department events as needed
- Oversees purchasing for the administrative area of the department
- Performs other duties as assigned

Administrative Assistant to Dr. Jarad Levin
(July 2017-current)

- Provide administrative support
- Maintains calendar, schedules appointments and arranges meetings
- Perform other duties as assigned

Education

Del City High School (Del City, Oklahoma)

Professional Profile

Working knowledge of Word and Outlook

Hard worker

Goal-oriented with the ability to multi-task efficiently

Quick learner

Excellent problem solver

Takes ownership of assigned projects