

Karstena Ockelberry

As an **Administrative Professional** with management experience as well as the ability to create, compose, and edit written materials, perform basic assessments, and gather data, compile information and prepare reports, Ms. Ockelberry is able to interact and communicate effectively with people, often in stressful situations. Self-motivated, multifaceted, discreet, and able to efficiently manage multiple projects, exercise good judgment, able to meet deadlines on time and achieve organizational objectives.

Ms. Ockelberry has the ability to manage all aspects of department medical education programs by providing leadership in planning, organizing and coordinating educational activities and events.

Act as a liaison with internal and external constituents in order to accomplish educational goals in the recruitment and retention of residents and fellows.

Provide support and leadership in attainment and compliance of accreditation.

Interprets rules, regulations, and policies and executes as applicable. Communicate with faculty, residents, fellows, medical students and staff regarding policies and requirements.

Assure adherence to established policies and procedures.

Manages and reviews expenditures from fund sources to verify accuracy and need and compliance to budgetary limitations.

Perform difficult and complex administrative tasks consistent with the position, which includes supervision of administrative staff to assure the accurate and timely completion of required responsibilities and special projects.

Develops, maintains, creates and produces reports, brochures, manuals, and other educational materials.