

## Name, RDMS, BS

233 Diagnostic Imaging Boulevard

Lexington, KY 40502

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XXX-XXX-XXXX

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### CAREER HIGHLIGHTS:

- Manage a very busy academic research clinic seeing 75+ patients per day plus 5 outreach clinics
- Currently oversee 5 sonographers, 4 office staff, and 2 drivers
- 5 years of Clinic Management experience; 7 years senior sonographer experience training and onboarding new hires
- Manage \$1.2 million budget for equipment upgrades and purchases

### PROFESSIONAL AND MANAGEMENT EXPERIENCE

**Clinic Manager, Ovarian Cancer Screening**, University of Kentucky, Lexington, KY

June 2013-Present

#### Management and Leadership Experience:

- Manage research clinic seeing 75 patients per day plus 5 outreach clinics
- Oversee 5 sonographers, 4 office staff, and 2 drivers
- Hire and train all new employees
- Implement new policies and procedures
- Provide schedules and approve employee time records
- Manage all machines and vendor purchases
- Critical thinking and problem-solving skills
- Manage 5 UK medical students and 3 Morehead Ultrasound students
- Increased employee satisfaction to a Tier 1
- Taught DIRECT training to three different clinics and 27 different employees
- Completed 7-week UK manager training program
- Helped GYN/ONC ultrasound go to Electronic Medical Records (EMR) system
- CPR certified 2017

**Lead Sonographer**, University of Kentucky, Lexington, KY

May 2012-June 2013

- Managed 6 Sonographers
- Organized communication between manager and sonographers
- Maintained 8 ultrasound machines
- Maintain two van's for Ovarian Screening travel

**Sonographer**, University of Kentucky, Lexington, KY

July 2007-May 2012

- Provided compassionate care to the geriatric population
- Performed the following exams; gynecological (TA and TV), gynecological Doppler, ovarian cancer screening, ovarian Doppler, and fallopian tube studies
- Ordered supplies

**Lead Sonographer**, CAMC Teays Valley Hospital, Hurricane, WV

January 2006 – July 2007

- Managed two sonographers
- Ordered supplies
- Helped facilitate a new hospital take over and transition to EMR
- Implemented a new sonographer call out procedure

Highland Hospital, Rochester, NY

July 2003-July 2006

- Performed the following exams; abdominal, abdominal Doppler, renal, renal Doppler, gynecological (TA and TV), gynecological Doppler, first trimester obstetrics, breast, thyroid, scrotal, venous Doppler (upper and lower), lower extremity arterial (Duplex and segmental pressures), venous mapping, carotid Doppler, neonatal (brain, spine, and renal), and various non vascular tissue imaging.
- Performed the following biopsies; breast, thyroid, liver, kidney, lymph node, and other ultrasound guided procedures; paracentesis, thoracentesis, nephrostomy, aspirations, and endomyometrial resections
- Core Team member of Highland Hospital Brilliant Brainstorms. A program that implements and rewards employees for creative ideas that improve Highland Hospital.

### **Publications and Research**

Insert last name of Principle Investigator, insert next name, next name, etc. (June 2018), "Probability of Fallopian Tube and Ovarian Detection with Transvaginal Ultrasonography in Normal Women," *American Journal of Ultrasonography*, 3 - 7

Insert last name of Principle Investigator, insert next name, next name, etc. (June 2007 to present), "Longitudinal Research Study of Woman in Rural Kentucky with High Risk of Ovarian Cancer," National Institute of Health funded longitudinal research study, Markey Cancer Center, University of Kentucky Hospital, Lexington, KY

### **Volunteer/Community Service**

Volunteer Parent, Ashland Elementary School, 2017-present

Leader, American Red Cross Annual Book Drive, 2015-present

Teacher, Southland Christian Church Children's Ministry, 2012-2015

Southland Christian Church Leader of Serve the City East End, Lexington KY 2009-2012

### **Education and Licensure**

**Rochester Institute of Technology**, Bachelor of Science Degree in Diagnostic Medical Sonography, 2003

**Minor:** Psychology

- Graduated Summa Cum Laude
- Played Division Three Women's Lacrosse all 4 years, Captain 3 years, Empire 8 – All Conference honorable mention and Empire 8 President's List

**ARDMS board certified in Abdomen and OB/GYN**, 2003 to present