

ELIZABETH A. MURPHY, CMA (AAMA) AS, MM

Career Objective: To secure a position where my strengths can be utilized to benefit my employer and where I am challenged to excel.

SUMMARY OF QUALIFICATIONS

- Over 18 years of experience in levels of increasing responsibility in post-secondary career education.
- Keen ability to create goals for staff, students, and self; and effectively implement strategies to ensure objectives are attained.
- Proven ability to successfully maintain staffing, equipment, and inventory within budgetary guidelines.
- Professional experience in curriculum design and delivery; both residential and distance
- Special talent for creating an environment that is conducive to learning.
- Very strong commitment to developing a career in education.
- Consistently maintain programmatic and institutional accreditation standards for nine campuses

PROFESSIONAL EXPERIENCE

National Institute for Medical Assistant Advancement

2018 - Present

ASSOCIATE DIRECTOR OF EDUCATION

The Associate Director of Education for NIMAA assumes the key leadership and directorship role for the curriculum and instructional team within NIMAA. This includes the development and advancement of curriculum, overall educational programming, and team development for both the 8-month certification program and NIMAA's UpSkillMA program. The role requires full collaboration with NIMAA's other Directors, including the Clinical Director, School Director, Chief Executive Officer (CEO) and others. Responsible to report status and ongoing work to the Board of Directors for NIMAA to ensure transparent and collaborative leadership as NIMAA continues to grow and expand as a world-class educational program.

Porter and Chester Institute

2001 - 2018

INSTRUCTOR/SUPERVISOR / DIRECTOR OF EDUCATION/CURRICULUM CHAIR

Responsible for the success of all Allied Health educational programs and campus personnel; supervising departmental didactic and clinical faculty, updating and maintaining course syllabi and materials, and on-boarding of new departmental faculty.

- Successfully supervise the planning, use, maintenance, and inventory of all facilities and materials.
- Consistently meet and exceed accrediting body requirements.
- Initiated strategies to ensure student retention and positive placement
- Serve as curriculum chair and Program Administrator for Medical Assisting programs at multiple campuses
- Developed an ongoing training program for educational staff
- Monitor and create outcome assessment tools to better assess program success
- Developed and implemented a Blended Learning component for curriculum delivery
- Assessment of student engagement in Discussion Forums and developed training for instructors
- Oversight and implementation of electronic curriculum and eBooks in all programs

Clifford J. Prestia, MD, Springfield, MA

1996 – 2001

CERTIFIED MEDICAL ASSISTANT

Professional job requirements included providing quality patient care, maintaining accurate appointment scheduling and triage, performing phlebotomy and minor laboratory procedures, administering injections, and performing medical billing and coding.

Supervised physician appointment schedule and ensured smooth and timely patient flow.

EDUCATION

Master's Degree in Management, Healthcare Administration, 2007, Cambridge College
Associate's in Science, Medical Assisting, 1996, Springfield Technical Community College

CERTIFICATION

Certified Medical Assistant (AAMA), 1996 - Present

BLS Instructor Certification, 2006 - Present

VOLUNTEER WORK

ABHES Evaluator – Programmatic and Distance Education Specialist, January, 2009 – Present