

## Shayanna “Shay” Felder, MBA, aPHR

### EXPERIENCE

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#### **Atrium Health Wake Forest Baptist**

*Winston Salem, NC*

##### *Administrative Manager*

*March – September 2022*

- Manage and oversee day-to-day activities of operations of the Academic Office of Pathology, including planning and coordinating with internal and external stakeholders
- Independently provide administrative calendar and travel support to the Chair of Pathology
- Facilitate full-cycle faculty recruitment with 1-2 candidates per week on-site, including planning visits, hiring, and onboarding
- Organize and coordinate department-wide events, faculty travel and reimbursements
- Improve operational effectiveness by reviewing SOPs, processes and procedures, and digitalizing files

##### *Sr. Administrative Assistant*

*June 2021 – March 2022*

- Independently provide administrative calendar and travel support to the Chair of Neurology and Administrative Director
- Coordinate special projects as assigned, prepare reports, and follow through as needed with attention to detail
- Increased efficiency of recruitment with Kanban to show all open Neurology positions and faculty candidates, adopted by our HR Talent Team afterwards

##### *HR Support Specialist*

*August 2019 – June 2021*

- Act as liaison between HR, internal and external stakeholders to provide information about policies and procedures
- Review and Draft the HR Support Center Training Manual
- Assist with hiring, training, and mentoring of new hires on the HR Support Center team

##### *Philanthropy Intern*

*May – July 2019*

- Coordinate the Lexington Medical Center Employee Giving Campaign, including event planning, collateral creation, and communication with ambassadors
- Research possibility of system-wide Employee Giving Campaign

#### **Gesundheitszentrum Wetterau (Hospital System)**

*Bad Nauheim, Germany*

##### *Healthcare Intern*

*June – August 2018*

- Prepare the 2019 Budget for the Statistical Analysis State Office for each hospital in the system
- Data analysis of patient visits, doctor referrals, and provider offices in the Bad Nauheim area, created templates for future use
- Collaborate with Corporate Communications Office to plan bi-annual employee appreciation celebration

### EDUCATION

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#### **Doane University**

*Master of Business Administration, Project Management Concentration*

*May 2021*

#### **Appalachian State University**

*Bachelor of Science, Healthcare Management*

*August 2019*