

LIZ MESBERG

◆ ADMINISTRATIVE PROFESSIONAL ◆

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PROFILE

Multifaceted professional with experience in association management, event coordination, and executive level assistance. Proven project leader, event organizer and all-around problem solver.

PROFESSIONAL EXPERIENCE

Executive Admin, Operations

The Carol Emmott Foundation
March 2018- present
www.carolemmottfellowship.org

- Assist Operations Director & Executive Director of the Carol Emmott Foundation & Fellowship
- Schedule calls with Fellows, Partner groups & supporters
- Along with Op Director, plan and staff several annual meetings of the Board & Fellows
- Manage list serv, donor database, distribution sheets & leadership council

Executive Director

Oregon Council of Child & Adolescent Psychiatry
January 2017- December 2020
www.occap.org

- Perform all administrative duties related to the maintenance of the Council, as well as attend all Executive Committee meetings
- Interface with local partners, including the Oregon Psychiatry Association, lobbyists and other legislative partners
- Promote, manage and plan yearly conferences

Chapter Executive

Oregon Chapter of ACEP
January 2014- present
www.oregonacep.org

- Act as the official liaison between the Oregon & Government Services Chapters and the American College of Emergency Physicians (ACEP)
- Manage monthly fiscal and administrative requirements
- Plan and execute yearly conferences, navigate national and statewide policies regarding non-profits, work within the parameters of chapter bi-laws and regulations
- Oversee board meetings, elections, committees & bylaws
- Member of Chapter Executive Planning Group
- Attend meetings on behalf of GSACEP & OR ACEP, represent member & board interests
- Work with both national & local legislative teams to determine favorable policy initiatives, partner with cooperative organizations, and communicate with policy makers on the needs & issues of emergency physicians

Government Services Chapter of ACEP

June 2018- present
www.gsacep.org

Providence Health & Services

Senior Admin
August 2014- July 2017

- Support the Associate Vice President of Regional Supply Chain for Providence Health & Systems
- Day-to-day office management, calendar and meeting coordination; planning of team events, confidential & high-level meetings, and creation of project and travel schedules.

Oregon Health & Science University

ED Admin Coordinator
July 2010- August 2013

- Create monthly shift schedule for all ED Interns (OHSU and VA)
- Supervise creation of new Pediatric EM Fellowship program, maintain credentialing for all other ED Fellowships
- Manage confidential files, website and course requirements

EXPERTISE

- Microsoft Office suite of applications
- Event planning
- Database creation and maintenance
- Website creation & care (Wordpress, Weebly)
- Quickbooks
- Mailchimp

REFERENCES

Katy King

Government Affairs Director, Oregon ACEP
katykingo1@gmail.com

Felisa Schneider

Operations Director, Carol Emmott Foundation
Principal at Savvy Organizations
felisamschneider@gmail.com

Chelsey Pohl

(Former) Director, Supply Chain Operations for Oregon Region
Providence Health & Services
chelseyrpohl@gmail.com

Andrea Austin, MD

Current Chapter President, GSACEP
Andreaaustinmd@gmail.com

Brian Davis

Regional AVP of Providence Health & Services Supply Chain
Brian.Davis@providence.org

Additional reference available upon request

EDUCATION

**Awarded
June 2010**

Bachelor of Science, Major in Nutrition and Dietetics
University of New Mexico
Dean's List 2009, 2010

SKILLS

- Excellent written & verbal communication
- Strategic planning
- Visual presentations
- Budget creation & management