

Liz Mesberg



HOW TO REACH ME:

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CAREER OBJECTIVE

Seeking a fulfilling, service-oriented career that allows me to use my skills in organization, administration, communications and customer service. My ideal position would allow me to be active in problem solving, while working in a capacity that improves my community. Grow professional skills while contributing to meaningful causes & projects.

WORK EXPERIENCE

Principal & Owner

Liz Mesberg Association Management & Professional Services
2014 - Present

- Small business providing contract services to small & medium non-profits
- Services provided include: Public relations & communications (internal and external), membership management, Board of Directors on-boarding & training, event planning, project coordination, budgeting and strategic planning.
- Clients include:
 - The American College of Emergency Physicians (ACEP)
 - Katy King, Government Relations and Public Affairs LLC
 - The Carol Emmott Foundation
 - Oregon Health & Sciences University, GME Department
- Management of vendors and contractors on behalf of clients
- More information can be found at www.lmesberg.com

Senior Admin - Supply Chain

Providence Health & Services
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
- Provide excellent customer service internally & externally to all members of the Providence community

Emergency Medicine - Administrative Coordinator

Oregon Health & Sciences University
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 all Education Department events, from interview days to speaker events, presentations & recreation events
- Welcome & onboard new residents and Fellows, provide department wide customer service & problem solving.

PROFESSIONAL SKILLS

- Customer service and communication
- Scheduling
- Microsoft Office suite of software
- Report & data management
- Accounts Receivable & Accounts Payable
- Event coordination and management
- Attention to detail
- Time management

FORMER JOBS & VOLUNTEER POSITIONS INCLUDE:

Preschool teacher & nanny, horse barn employee, waitress, database entry, baker & barista, WIC office nutritionist.

CHARACTER REFERENCES

Contact information for character & professional references happily provided up on request.

EDUCATIONAL TRAINING

University of New Mexico

Bachelor of Science, Major in Nutrition and Dietetics

Diploma awarded in 2009

Scotts Valley High School

Diploma awarded in 2003

Teams & Clubs: Mock Trial, Journalism, Water Polo, Swimming & Golf

National Honors Society in 2002