

Shinetra N. Pryor

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Dedicated employee with over 10 years of healthcare administrative experience. Seeking to utilize my skills as an effective leader and project manager who strives to give excellent performance and to translate my experience, knowledge, and skills, into value for the organization.

PROFESSIONAL EXPERIENCE

UNIVERSITY OF WASHINGTON SCHOOL OF MEDICINE

Seattle, WA

Program Administrator

June 2018 – Present

- Manage Geriatrics and Palliative Medicine fellowships with operational oversight of all aspects related to accreditation, clinical scheduling, recruitment, and financial auditing
- Act as a liaison between the fellows, program directors, site directors and faculty
- Schedule and execute events such as retreats and graduations
- Track and maintain files such as evaluations, moonlighting, licenses and other administrative documentation

HARBORVIEW MEDICAL CENTER

Seattle, WA

Program Coordinator

June 2015 – June 2018

- Facilitate high level coordination as the liaison between faculty, fellows, residents, clinic staff, patients, families and general public across the healthcare spectrum with regards to Palliative Care Services
- Manage department activities to optimize operational workflows
- Coordinate with Geriatric & Palliative Medicine Fellowship Program Administrator to facilitate clinic on-boarding for fellows
- Manage and maintain scheduling for Geriatric and Palliative Medicine faculty, staff and fellows

UW MEDICINE

Seattle, WA

Program Coordinator

February 2007 – June 2015

- Served as the liaison between Geriatric attendings, fellows, nursing home staff, pharmacies, home health agencies, and general public regarding Long Term Care Service functions and patient care.
- Collaboratively and extensively worked with Change Management as a Project Manager/Expert User for department migration to EpicCare.
- Facilitated group and individualized training for Division of Gerontology providers' adherence to compliance measures for billing and documentation in HER
- Developed, modified and maintained multiple record-keeping and reporting systems; Maintained records and archived documents as required.

EDUCATION

Seattle Central College

Seattle, WA

Associate of Arts, June 2003

ADDITIONAL SKILLS

- Project management
- Strategic planning

- Stakeholder engagement
- Budgeting and financial analysis

LEADERSHIP SKILLS

- Primm A.M.E.C. Class Leader - President, 2015 – 2022
- Primm A.M.E.C. Steward Board, 2017 - 2022
- Seattle King County Clinic – Volunteer Check-In Co-Manager – Years: 2015, 2017, 2020, 2022

PRESENTATIONS

- “Find Your Why, Recruit Your Next Class”, Presented at American Geriatrics Society sharing insights and best practices for strong recruitment outcomes.
- “Hoping and Coping Through the Holidays”, Presented at Schwartz Rounds sharing tips and strategies to support compassion in healthcare.
- “Fostering Mentorship”, presented at virtual Geriatric-Palliative Grand Rounds introducing mentee-mentor framework.

AFFILIATIONS

- Phi Theta Kappa: Member and Vice President of Operations, 2002 - 2003