

# Sarah Slonim

I am a highly qualified administrative professional with a strong commitment to equity, inclusion, and justice. My top strengths include continuous improvement, collaboration, and empowering others. I have over a decade of experience in developing, implementing, and improving projects and processes and four years of experience in executive support roles in academic medicine. In my past career, I worked as a freelance jazz pianist and educator in New York City for 8 years.

## **EXPERIENCE**

### **University of Washington, Seattle, WA**

*Executive Assistant to the Chair, Department of Surgery, July 2022 – Present*

- Prioritize the Chair's time (i.e., manage complex calendar) & manage information
- Manage internal and external client relationships
- Manage Chair's Office administrative functions
- Supervise 1 Program Coordinator (1.0 FTE)
- Plan and execute departmental projects, meetings, and events
- Serve in the Staff Anti-Racism Workgroup

*Assistant to the Chair, Department of Microbiology, February 2021 – July 2022*

- Performed executive functions for Department Chair (e.g., managed complex calendar & drafted correspondence)
- Managed internal and external client relationships
- Planned and executed departmental Seminars Program
- Managed and executed Academic HR processes
- Served on department Diversity Committee; coordinated/facilitated Anti-Racism discussions
- Tracked donor gifts and developed thank you letters from the Chair
- Assisted in developing grant proposals

*Administrative Specialist, Office of the Chair, Department of Medicine, February 2019 – January 2021*

- Administrative support for complex Department serving 3,500+ faculty, staff, and trainees with \$500M annual budget
- Executive support for Associate Chair for Research & Chief Financial Officer
- Supplemental executive support for Department Director
- OMSA credentialing (5 months), including credentialing all DoM UWMC faculty providers for telehealth in 2020
- Processed 'Outside Work Requests' (1460s); represented DoM in School of Medicine's 1460s improvement process
- Project Manager for DoM Faculty Mentorship Committee and SoM Staff Mentorship Committee
- Staff DEI Committee Member; Project Manager for implicit bias workshops; Participant in DEI strategic planning

### **Self-Employed, New York, NY**

*Production Manager (contract-basis), October 2018-February 2019*

- Coordinated logistics and visas for international tours by world-renowned jazz quintet

*Legal Assistant (contract-basis), July 2018*

- Drafted letters in support of artists to obtain U.S. work visas

*Jazz Musician, Educator, Bandleader May 2011 – June 2018*

- Community leader in the diverse, international heart of the New York City jazz scene
- Value creation, marketing, sales, and financing for multi-pronged business
- Diversity, equity, and inclusion-focused program planning and implementation
- Developed educational curricula and lesson plans; taught lessons and workshops
- Performed for large audiences; collaborated with world-renowned artists; performed internationally
- Individualized peer and student mentorship
- Winner - International Women in Jazz Festival; Finalist - U.S. State Department American Music Abroad

### **Wynton Marsalis Enterprises, New York, NY**

*Intern, May – August 2011*

- Provided database & travel support for Grammy-winning musician & Artistic Director of Jazz at Lincoln Center

## **PROFESSIONAL DEVELOPMENT & EDUCATION**

**Certificates:** UW Strategic Leadership Program I, Crucial Conversations, UW Administrative Excellence (in progress)

**Additional UW POD Courses** – Discovering Your Dependable Strengths, Customer Service Excellence

**EDI Trainings** – Bias Reduction in Internal Medicine, Dept. of Surgery Leadership Bystander Training Series

**Staff Mentorship Program (UW SoM)** – Committee Member (4 yrs), Mentor (1 yr), Mentee (2 yrs); Attended 2022 Mentee

Leadership & Communications Retreat

**Michigan State University** College of Public Affairs – Honors B.A. in Comparative Cultures & Politics (*Study Abroad: Israel*)  
College of Music – Honors B.M. in Jazz Studies (*Jazz Program Tour: Japan*)