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## Associate Director Resume

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### Job Objective

To secure a position as Associate Director for a dependable organization on a long-term basis.

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### Highlights of Qualifications:

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- Ability to influence HRIS stakeholders at all levels
  - Ability to lead teams in a non-structured environment
  - Ability to work with people from a variety of culturally diverse backgrounds
  - Familiarity with HR principles, practices and procedures
  - Wide knowledge of the claims audit process, budget management methods and techniques
  - In-depth knowledge of management and supervisory principles and practices
  - Profound knowledge of working with National accounts and key customer accounts
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### Professional Experience:

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Associate Director  
Stanford University, Sycamore, OH  
August 2005 – Present

- Ensured adequate training and development of staff is provided.
- Contributed medical input to client contract development process.
- Advised on patient safety and adverse event evaluation and documentation.
- Interacted with investigative sites on issues of patient safety and eligibility.
- Provided support to clinical operations for therapeutic area-specific trainings.

Associate Director  
The McGraw-Hill Companies, Sycamore, OH  
May 2000 – July 2005

- Provided therapeutic and drug development expertise.
  - Participated in engagement sales opportunities with existing and new clients.
  - Managed client relationships with senior personnel.
  - Created development opportunities and initiating and conducting training.
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### Education:

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Bachelor's Degree in Business  
Endicott College, Beverly, MA  
Master's Degree in Business Administration  
Hofstra University, Hempstead, NY

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