**Key Skills:**

I am certified by the Training Administrators for Graduate Medical Education (TAGME) and have a multitude of administrative skills, including but not limited to graduate medical education, information services, and graphic design.

**Employment:**

03/2016 – Present

Residency Coordinator

*Internal Medicine*

*Boston University Medical Center / Boston Medical Center*

*Boston, Massachusetts*

* Served as one of the residency coordinators for Internal Medicine for Boston University Medical Center / Boston Medical Center
* New Innovations maintenance
* Evaluations monitoring / assessment for 144 residents
* Quality Improvement of Evaluation process, including Milestones, CCC. PEC aspects
* ACGME reporting including resident & faculty survey compliance and interpretation as well as milestones reporting
* Conference Attendance Tracking
* Clinic Scheduling

01/2015 – 03/2016

Housestaff Coordinator

*Graduate Medical Education*

*Tufts Medical Center*

*Boston, Massachusetts*

* Served as one of the administrative coordinators for Graduate Medical Education at Tufts Medical Center
* Managed onboarding for institutions housestaff, including access, institutional training, orientation, licensing, etc.
* New Innovations maintenance and training for Residency Coordinators and Housestaff
* Developed and ran several training sessions involving both technical skills training as well as professional development
* Developed Residency Coordinator networking events within the institution
* Developed the House Officer Verification Database
* Maintained the NRMP schedules, and handled oversight of the process
* Generated and fully executed house officer annual contracts
* Maintained ERAS, and assure proper training of its functionality institution-wide
* Monitored, maintained, and developed improvement for Duty Hours maintenance for all programs
* Generated graduate certificates, sign-out process
* Maintained the NPDB for house officers
* Monitored house officer DEA certificates, Massachusetts Controlled substance certificates and ACLS, BLS, PALS certification status
* Training verifications
* House Officer malpractice
* Monitored Mandatory Education for House Officers, institutionally
* Basic File integrity and maintenance, both paper and electronic files
* Communicate with many levels of staff and management throughout the hospital
* Implemented Coordinator Tips of the Week
* Implemented Coordinator intranet page for shared information / resources, and a place to store all the Tips of the Week
* Redesigned the Coordinator Boot camp into professional development retreats

05/2013 – 12/2014

Administrative / Residency Coordinator

*Radiation Oncology*

*Tufts Medical Center*

*Boston, Massachusetts*

* Serve as the administrative coordinator for Radiation Oncology at Tufts Medical Center
* Responsible for calendars, call schedules, emails
* General secretarial duties
* Communicate with many levels of staff and management throughout the hospital
* Administered a residency program that operated over two institutions in two separate states (Tufts Medical Center (MA), Rhode Island Hospital (RI))
* Radiation Oncology Residency Coordinator, managed all administrative aspects of the residency
* Responsible for guiding the set-up of rotations, didactics, recruitment, coordinating candidates, budgets, etc.
* Upgraded the administration of residency including implementing New Innovations, developing webconference capabilities between interstate sites, implemented a digital dictation system
* Worked with the RadOnc RRC for an increase in our program to include two additional residents, and an additional integrated site to including UMass. Also administered this change to the program.
* Became Director of Operations for the AROPC (Association for RadOnc Program Coordinators) after developing their ListServ, External Website and Members Only version of the website.
* Moved along with the ACGME move to Milestones and implemented this into the evaluation system, and developed the CCC as we move forward to NAS.
* Started development of mobile app for the residents
* Development of resident blog, and resident website / intranet to address multi-site communication issues

06/2012 – 05/2013

Staff Assistant III

*Oral & Maxillofacial Surgery*

*Massachusetts General Hospital*

*Boston, Massachusetts*

* Processed initial appointments and re-appointments for Medical Staff, Harvard School of Dental Medicine, Surgical Appointment, Massachusetts Eye and Ear Infirmary and Shriner’s Hospital for Children from start to finish.
* Formatted no show letters for Oral Surgery residents, sending them out Certified Mail
* General secretarial duties, including expenses, travel arrangement, schedule maintenance, etc.
* Database and spreadsheet management, including maintaining of formulas for budgetary spreadsheets
* Coordinated the Dental Student Externship program
* Assisted administratively the Department Chief and two surgeons

09/2008 – 04/2012

Fellowship Coordinator / Division Director Secretary

Child & Adolescent Psychiatry Fellowship

*Division of Pediatric Psychiatry & Psychology*

*NEOUCOM / Akron Children’s Hospital*

*Akron, Ohio*

* Served as the administrative assistant to the Medical Director and Chairman of Child & Adolescent Psychiatry
* Responsible for calendars, call schedules, emails and all communication done by the Director
* General secretarial duties; Minor management role to all the staff psychiatrists
* Communicate with many levels of staff and management throughout the hospital
* Child & Adolescent Psychiatry Fellowship Coordinator
* Helped to orchestrate an ACGME Site Visit, Internal Review and three years of fellow recruitment in a very competitive area.
* Responsible for setting up rotations, didactics, recruitment, coordinating candidates, budgets, etc.

*(further employment details available upon request)*

**Certifications / License:**

* 05/2014 C-TAGME (Certified Training Administrator for Graduate Medical Education)

**CLER / Program Reviews for Accreditation/NAS:**

* 03/2015 – CLER Review Institution Visit
* 07/2014 – Transition my, then, program to Milestones and NAS
* 9/2010 – RRC Site Visit – NEOUCOM/Akron Children’s Hospital Child & Adolescent Psychiatry Fellowship, 5 Years Re-Accreditation, with accommodation (Next Visit is 04/01/2015)
* 8/2009 – Internal Review – NEOUCOM/Akron Children’s Hospital Child & Adolescent Psychiatry Fellowship

**Continuing Education Meeting Attendance:**

* 03/2016: Massachusetts Society of Academic Medical Administrators 2016 Annual Meeting, Boston, Massachusetts
* 02/2016: American Radiation Oncology Program Coordinators 2014 Annual Meeting, National Harbor, Maryland
* 10/2015: Massachusetts Society of Academic Medical Administrators Brown Bag Networking Event, Boston, Massachusetts
* 04/2015: Massachusetts Society of Academic Medical Administrators Networking Event, Boston, Massachusetts
* 03/2015: Massachusetts Society of Academic Medical Administrators Annual Meeting, Boston, Massachusetts
* 03/2015: American Radiation Oncology Program Coordinators 2014 Annual Meeting, San Diego, California
* 02/2015: Accreditation Council for Graduate Medical Education Educational Conference, San Diego, California
* 12/2014: Massachusetts Society of Academic Medical Administrators Networking Session, Boston, Massachusetts
* 09/2014: Association of Directors of Radiation Oncology Programs Annual Meeting, San Francisco, California
* 09/2014: American Society for Radiation Oncology Annual Meeting 2014, San Francisco, California
* 03/2014: Massachusetts Society of Academic Medical Administrators 1st Annual Meeting, Boston, Massachusetts
* 03/2014: American Radiation Oncology Program Coordinators 2014 Annual Meeting, National Harbor, Maryland
* 02/2014: Accreditation Council for Graduate Medical Education Educational Conference, National Harbor, Maryland
* 03/2011: American Association of Directors in Psychiatry Residency Training 2011 Annual Meeting, Austin, Texas
* 08/2009: Accreditation Council for Graduate Medical Education New Coordinators’ Workshop, Chicago, Illinois
* 04/2009: New Innovations 2009 Spring Conference, Cleveland, Ohio
* 03/2009: American Association of Directors in Psychiatry Residency Training 2009 Annual Meeting, Tucson, Arizona

**Personal Professional Growth Experiences:**

* Coordinator’s Corner, Guest Columnist - “The residency coordinator’s opportunity to teach professionalism”; Residency Program Alert; September 2015, Vol 13, No 9, Pgs 10-11.
* Developed House Officer Procedure Verification database, June 2015
* “Defining the Coordinator’s Role”; Residency Program Alert; March 2015, Vol 13, No 3, Pg 12
* “True Tales from Recruitment Season”; Residency Program Alert; November 2014, Vol 12, No 11, Pgs 5-6; (One of several GME professionals Interviewed)
* Coordinator’s Corner, Guest Columnist - “Sky’s the Limit: The Importance of Networking for Residency Coordinators”; Residency Program Alert; October 2014, Vol 12, No 10, Pgs 10-11.
* “Coordinators’ Corner: Avoiding March Madness: Six Planning Strategies to Make Incoming Resident Orientation a Slam”; Residency Program Alert; March 2011, Vol 9, No 3, Pgs 5-7; (One of Three Coordinators’ Interviewed)

**Presentations or Posters:**

* Draconi CS, Sweeny K. Massachusetts Society of Academic Medical Administrators 2016 Annual Meeting Workshop; “What Do They Expect of Me: A Guide to Program Coordinator Roles & Expectations”, Boston, Massachusetts, March 2016
* Draconi CS. Massachusetts Society of Academic Medical Administrators 2016 Annual Meeting; “Membership Committee Update”, Boston, Massachusetts, March 2016
* Baffic C, Draconi CS. American Radiation Oncology Program Coordinators; MC for entire meeting, National Harbor, Maryland, February 2016
* Anderson RP, Draconi CS. American Radiation Oncology Program Coordinators; “Preparing for the ACGME Self Study”, National Harbor, Maryland, February 2016
* Schleif, K, Lewis, P, Draconi CS. American Radiation Oncology Program Coordinators; “your Program in Distress: Accreditation Withdrawal, Probation, Complaints”, National Harbor, Maryland, February 2016
* Draconi CS. American Radiation Oncology Program Coordinators; “Program Coordinator Role in the CCC and PEC”, National Harbor, Maryland, February 2016
* Baffic C, Draconi CS. American Radiation Oncology Program Coordinators; “Committee Updates”, National Harbor, Maryland, February 2016
* Draconi CS. American Radiation Oncology Program Coordinators; “CDTF Updates”, National Harbor, Maryland, February 2016
* Draconi CS. Tufts Medical Center; Program Coordinator Meeting; “Program Coordinator Roles / Expectations”; Boston, Massachusetts, 2015
* Martins A, Draconi CS. Brigham & Women’s Hospital; Program Coordinator Workshop; “Professional Development for Program Administrators”; Boston, Massachusetts, 2015
* Martins A, Draconi CS. Massachusetts General Hospital; Program Coordinator Workshop; “Professional Development for Program Administrators”; Boston, Massachusetts, 2015
* Draconi CS, Sweeney K. Tufts Medical Center; House Staff Orientation; “New Innovations for Residents” (Annual Presentation); Boston, Massachusetts, 2015

**Presentations or Posters (cont’d):**

* Draconi CS. Tufts Medical Center; Graduate Medical Education Committee; Various topics including Onboarding, Duty Hours, NRMP, ERAS, etc. (monthly); Boston, Massachusetts, 2015
* Alawad A, Draconi CS. Massachusetts Society of Academic Medical Administrators Annual meeting; Small Group Moderator: Fellowship Administrative Coordinator Best Practices, March 2015
* Baffic C, Draconi CS. American Radiation Oncology Program Coordinators; MC for entire meeting, San Diego, California, March 2015
* Draconi CS, Bobblitt C. American Radiation Oncology Program Coordinators; “Update: Coordinator Description Task Force”, San Diego, California, March 2015
* Draconi CS. American Radiation Oncology Program Coordinators; “Thou Shall Not Pass: The Coordinator’s Role as the Program Gatekeeper”, San Diego, California, March 2015
* Huber KE, Draconi CS. American Radiation Oncology Program Coordinators; “Simplifying Resident Remediation”, San Diego, California, March 2015
* Leslie S, Draconi CS. American Radiation Oncology Program Coordinators; “Training / Q&A Session for New Innovations”, San Diego, California, March 2015
* Draconi CS. Massachusetts Society of Academic Medical Administrators Networking Session; Committee Updates: Communications Committee, Website Implementation/Upgrades, December 2014
* Draconi CS. Massachusetts Society of Academic Medical Administrators Networking Session; Small Group Moderator: Q&A Website Implementation/Upgrades, Tips and Tricks, December 2014
* Draconi CS. Massachusetts Society of Academic Medical Administrators Networking Session; Small Group Moderator: Residencies / Fellowships – Web ERAS PDWS, Tips and Tricks, December 2014
* Baffic C, Draconi CS. Association of Directors of Radiation Oncology Programs Annual Meeting; “AROPC Update”, San Francisco, September 2014
* Curkendoll CS, Cook B, Dvorak T, Huber KE. American Society for Radiation Oncology Annual Meeting; Poster Presentation “Use of WikiBooks in Radiation Oncology Education”, San Francisco, September 2014
* Curkendoll CS. American Radiation Oncology Program Coordinators; “Using New Innovations for Milestones Reporting”, Ocean City, Maryland, March 2014
* Curkendoll CS. Tufts Medical Center; Radiation Oncology Noon Conference; “Using WebEx for VideoConferencing”, Boston, Massachusetts, November 2013
* Curkendoll CS. Tufts Medical Center; Radiation Oncology Resident Orientation; “New Innovations for Residents” (Annual Presentation); Boston, Massachusetts, 2013-2014
* Curkendoll CS. Akron Children’s Hospital; GME Coordinator’s Committee; “Tips for Dealing with Difficult Program Directors, Faculty and Residents… For Coordinators”; Akron, Ohio, April 2011
* Curkendoll CS, Bilge-Johnson S. American Association of Directors in Psychiatry Residency Training; “Tips for Dealing with Difficult Program Directors, Faculty and Residents… For Coordinators”; Austin, Texas, March 2011
* Curkendoll CS. Akron Children’s Hospital; Child & Adolescent Psychiatry Fellow Orientation; “New Innovations for Fellows” (Annual Presentation); Akron, Ohio, 2009-2010
* Curkendoll CS. Akron Children’s Hospital; Child & Adolescent Psychiatry Fellow Orientation; “Program Policies and Procedures” (Annual Presentation); Akron, Ohio, 2009-2010
* Curkendoll CS. Akron Hospital Association; “Issues of Copyrights and Trademarks with the use of Logos”; Akron, Ohio, November 2005

**Professional Organizations; Committee Membership; Leadership Roles :**

* Boston Medical Center, Coordinator Council, 2016 – present
* Association of Radiation Oncology Program Coordinators (AROPC), TAGME Committee, 2015 – present
* Massachusetts Society of Academic Medical Administrators (MSAMA), Membership Committee, Co-Chair, 2015 - present
* Association of Radiation Oncology Program Coordinators (AROPC), TAGME Committee, Co-Chair, 2015 – present
* Association of Radiation Oncology Program Coordinators (AROPC), Membership Committee, Chair, 2015 – present
* Association of Radiation Oncology Program Coordinators (AROPC), Coordinator Handbook Development Committee, Co-Chair, 2015 – present
* Residency Program Alert, Editorial Advisory Board Member, 2015 – present
* Boston Young Healthcare Professionals (BYHP), Member, 2014 – present
* Coordinator Description Task Force (CDTF), Leader, 2014 – present
* Tufts Medical Center, Accreditation Sub-Committee, Member, 2014 – 2016
* Tufts Medical Center, Program Coordinator Brown Bag Networking Lunch, Leader, 2014 – 2016
* Association of Radiation Oncology Program Coordinators (AROPC), Grants & Scholarships Committee, Co-Chair, 2014 – present
* Association of Radiation Oncology Program Coordinators (AROPC), Director of Operations, 2014 – present
* Massachusetts Society of Academic Medical Administrators (MSAMA), Communications Committee, Member 2014 – 2015
* Association of Radiation Oncology Program Coordinators (AROPC), Coordinator Mentor, 2014 – present
* Association of Radiation Oncology Program Coordinators (AROPC), Technology / Communication Committee, Chair, 2014 – present
* Massachusetts Society of Academic Medical Administrators (MSAMA), Member 2014 – present
* Association of Radiation Oncology Program Coordinators (AROPC), Member, 2013 – present
* Tufts Medical Center, Graduate Medical Education Committee, Member, 2013 – 2016
* American Association of Directors in Psychiatry Residency Training (AADPRT), Coordinator Mentor, 2011 – 2012

**Professional Organizations; Committee Membership; Leadership Roles :**

* Akron Children’s Hospital, Institution Coordinators’ Committee; Chair, 2011 – 2012
* Association of Pediatric Program Directors (APPD), Member, 2010 – 2012
* Akron Children’s Hospital, Institution Coordinators’ Committee; Member, 2010 – 2011
* Akron Children’s Hospital, Fellowship Education Policy Committee, Member, 2008 - 2012
* American Association of Directors in Psychiatry Residency Training (AADPRT), Member, 2008 – 2012
* American Institute of Graphic Artist (AIGA), Student Chapter President (Art Institute Online), 2005 – 2008
* American Institute of Graphic Artists (AIGA), Member, 2004 – 2008
* Cuyahoga Falls High School Art Club, President, 1992 – 1994

**Awards & Recognitions**

## Scholastic Art Awards, Silver Key in Metalsmithing / Jewelry Design, 1994

## Holocaust Remembrance / Domestic Violence Creative Awards, Honorable Mention in Sculpture / Metalsmithing, 1993

**References**

## References happily provided upon request.