

Samantha Dyer

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EDUCATION

Oregon State University
Bachelor of Science in Public Health and Pre-PA
Option: **Health Promotion & Health Behavior**

March 2014
Corvallis, OR

EXPERIENCE

Project Manager & Personal Assistant to the President
Structure Works NW

June 2012 – September 2015
Portland, OR

- Designed and managed the company's website creating logos, banners and navigation using CSS/HTML & JavaScript.
- Expertise in the entire scope of commercial framing project estimation, proposals and management. Experience directing large construction teams and subcontractors. Confidently addressed and resolved issues to achieve project goals with clients such as Nike, Hoffman, Skanska, etc.
- Managed excel spreadsheets for billing, ordering materials, and project management.

Administrative Assistant/Scheduler
The Oregon Clinic

August 2014 – May 2015
Portland, OR

- Liaison to three Liver and Pancreas surgeons.
- Managed a high volume of phone calls while scheduling surgeries and appointments for patients, physicians, and staff.
- Obtained and interpreted essential information for patient medical records and lab reports for the physicians.
- Maintained patient records and assisted with coding procedures for patients in multiple departments (General Surgery, Colorectal, Hepatobiliary, and Foregut).
- Knowledge of medical insurance providers including HMO and PPO's.
- Held position of Designated Safety Coordinator while being responsible for maintaining OSHA office standards.
- Proficient in and extensive use of Centricity, Epic, and OnBase Systems.
- Surgery scheduling experience within Cancer and Gastrointestinal/Minimally Invasive Surgery environment.
- Knowledge of CPT and ICD9 codes.

Data Analyst Intern
Susan G. Komen

January 2014 - June 2014
Boise, ID

- Reviewed large data sets for the 2014 Community Profile for the Susan G. Komen Idaho affiliate service area.
- Collected & analyzed quantitative data based on breast cancer incidence rates and death rates from target communities.
- Assisted in administering all aspects of the affiliate's grant management system and grant recipients.
- Assisted with identification of events for outreach including treatment, support, empowerment, etc.
- Developed and managed excel spreadsheets for Race for the Cure inventory.

Advocacy Mentor and Outreach Coordinator
CARDV (Center for Rape and Domestic Violence)

March 2013 - June 2013
Corvallis, OR

- Certified advocacy mentor for Rape and Domestic Violence survivors.
- Assisted in outreach program planning for rape survivors.
- Assisted in building a parade float for the Strawberry Festival in Benton County.

COMMUNITY INVOLVEMENT/VOLUNTEER EXPERIENCES

Pre-Physicians Assistant Club President (Pre-PA)

October 2012 - May 2014

- Presented PowerPoint lectures for PA students weekly.
- Volunteered for local blood drives and attended trips to various hospitals.

Oregon State General Chemistry Tutor

September 2011 - May 2013

- Tutored 200 level chemistry to college students.

Oregon State University Newspaper Website Manager

January 2009 - March 2010

- Website design and management for the Oregon State University Barometer website.

Clackamas Review Newspaper Writer

August 2008 - July 2009

- Published 2 front page and field report articles.