

Stacey Seibert

Sales Position

👤 Profile

As an experienced Education Program Manager, I excelled in orchestrating complex operations, managing multi-faceted projects, and driving efficiency across teams. My passion for organization and strategic planning led to the successful management of high-stakes programs, ensuring compliance and fostering collaboration. I thrive on problem-solving and bringing clarity to complex situations, with skills in relationship building, strategic communication, and project management. My motivation comes from a genuine desire to make a positive impact, both in my work and in the lives of those I serve.

🏆 Non-Profit Efforts

Race Director at 5K for K9s by Friends of The Shelter, Columbus

April 2014 — Present

- Manages all daily operations of the 5K for K9s charity event, which benefits the Franklin County Dog Shelter.
- Oversees comprehensive event planning, from logistical coordination to securing sponsorships and donations.
- Leads fundraising initiatives, including cold calling, in-person outreach, and follow-up with previous donors, doubling the event's profits.
- Ensures flawless event execution, managing everything from intimate on-site meetings to large-scale offsite events.
- Collaborates with the event committee to develop strategies, set goals, and implement new policies, driving the growth and success of one of the shelter's top fundraising events.

📁 Employment History

Education Program Manager at The Ohio State University Medical Center, Department of Plastic Surgery, Columbus

June 2011 — April 2022

- Oversaw all daily operations for residency and fellowship programs, ensuring smooth and efficient functioning.
- Coordinated and managed clinical education activities and schedules for residents, maintaining strict compliance with standards.
- Organized and maintained the department's call schedules, ensuring coverage and adherence to protocols.
- Led the entire residency and fellowship recruitment process, including applicant file reviews, interview coordination, schedule creation, and active participation in rank meetings.
- Administered the credentialing process for new residents, fellows, and rotating housestaff, ensuring all documentation and requirements are met.

Details

(614) 570-7382

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Links

[Resume: StaceySeibert.com](https://www.StaceySeibert.com)

Skills

Sales Process

Sales Follow-up

Cold Calling

Event Management

Recruitment

Regulatory Compliance

Budgeting Skills

Networking Skills

Strategic Thinking

Languages

English

- Prepared and submitted comprehensive reports to maintain compliance with ACGME standards.
- Managed the educational program budget and oversaw all travel arrangements for residents and fellows.
- Planned and executed events ranging from small, on-site meetings to large, offsite events on a local and national scale.
- Actively participated in the Education Committee, helping to shape and implement new policies to enhance program effectiveness.

**Division of Hematology & Oncology Fellowship Program
Coordinator at The Ohio State University Medical Center, Dept. of
Internal Medicine, Columbus**

March 2009 — June 2011

- Coordinated and managed daily operations of the fellowship program, ensuring efficient and effective functioning.
- Developed and managed clinical education schedules for Hem/Onc fellows, medical students, residents, OSU rotating fellows, and external fellows.
- Led the fellowship recruitment process, including applicant file reviews, interview scheduling, accommodation arrangements, and participation in ranking meetings.
- Administered the credentialing process for new fellows and rotating housestaff, ensuring all requirements were met.
- Organized and coordinated faculty preceptorships to support the professional development of fellows.
- Planned and executed large-scale events, ensuring successful outcomes and positive experiences for all participants.

**Intern Recruitment Coordinator at The Ohio State University
Medical Center, Dept. of Internal Medicine, Columbus**

September 2006 — March 2009

- Administered the Electronic Residency Application Service (ERAS) for Internal Medicine Residency Program applicants, ensuring a seamless application process.
- Coordinated all aspects of the intern recruitment process, including scheduling interviews, organizing events, and arranging accommodations for over 350 applicants.
- Served as the liaison to the Children's Hospital pediatrics recruitment program, facilitating smooth communication and collaboration.
- Managed the credentialing process for new interns and multiple rotating housestaff, ensuring all documentation and requirements were completed accurately and on time.

 **Education**

**Bachelor of Science in Human Ecology, The Ohio State University,
Columbus**

June 2003

Specializing in Consumer Affairs