

# KRISTINA HEIMLICH

---

12 Hugo Court ♦ Silver Spring, MD 20906 ♦ (443) 745-6219 ♦ Kristina.Heimlich@gmail.com

## Education

---

### **Behind Every Leader (BEL) Conference**

*Nov 2013*

- Newark, New Jersey; a production by Executive Assistant Organization (EAO)
- Press coverage included: The Wall Street Journal, Executive Secretary Magazine and AOL.com
- 2-Day intense conference including interactive workshops, seminars and panel discussions
- Attended the following:
  - *The Road To Indispensability: The EA & Global Expansion*
  - *Emotional Resiliency in the Changing Workplace*
  - *Microsoft Productivity: Windows 7 & Office 2010 Workshop*
  - *Expanding Your Brand While Maintaining Trust & Loyalty to Your CEO*
  - *EA Panel: Building the Brand Behind the Brand*
  - *Behind the Giants of Technology*
  - *Lessons on Leadership*
  - *Top 10 Tips for an Efficient EA/CEO Relationship*
  - *Commitment to Excellence – No One Ever Asks Who Came in Second*

### **University of Maryland, College Park**

*May 2008*

B.A in Communication Studies  
B.A. in Art Studio, Concentration in Graphic Design

## Experiences

---

### **Executive Assistant, MedStar Georgetown Transplant Institute, Washington, DC** *Feb. 2012 - Present*

- Manage schedules and calendars for physicians, directors and the Vice President
- Provide day-to-day administrative duties and support to staff, physicians, administrative staff
- Schedule meetings, send reminders, prepare agendas and PowerPoint presentations for bi-weekly and monthly meetings, including a 70+ person monthly staff meeting.
- Maintain and organize employee files for the Vice President and directors
- Update and revise patient electronic medical records
- Arrange travel, conference schedules and itineraries for physicians and the Vice President.
- Prepare and track staff expense reimbursements
- Oversee purchase and fulfillment of department office supplies, stationary, signage, furniture, medical equipment, etc.
- Reconcile vendor invoices
- Member of several department committees focused on department and clinic process improvement
- Coordinate off-site events; Holiday Party for 250+, Donate Life Month activities, Kidney Transplant Seminars for 600+ dialysis patients

### **Administrative Assistant, MedStar Georgetown Transplant Institute**

*Dec. 2009 - Feb. 2012*

- Inter-department promotion
- First line of communication between patients and the physicians and the Vice President
- Responsible to the flow of patients through registration, clinic and check out processes

# KRISTINA HEIMLICH

---

12 Hugo Court ♦ Silver Spring, MD 20906 ♦ (443) 745-6219 ♦ Kristina.Heimlich@gmail.com

## Experiences (Continued)

---

**Media Relations Intern**, Georgetown University Hospital, Washington, DC *Jan 2009 -Dec 2009*

- Assisted Media Relations Director during video taping interviews, press conferences & events
- Participated in weekly staff meetings and brainstorming sessions
- Clipped related health articles to generate monthly “Media Monitoring Reports”

**Secretary and Webmaster**, Filipino Cultural Association *2005- 2008*

- Collaborated with executive board members to create networking events
- Generated & composed weekly newsletter to be sent to entire organization
- Expanded public awareness throughout campus & Washington D.C. area through
- community outreach programs & fundraisers
- Chaired and oversaw the execution of the annual Fashion Show Fundraiser

**Programming Chair**, Filipino American Studies Program *2006- 2008*

- Launched program that fundraised over \$10,000 in scholarships.
- Assembled press release packets for Filipino-American Studies Fundraising Gala
- Networked with the Asian American Studies Department and representatives
- from the greater Filipino American community in the Washington D.C. area

**Workshop Chair Coordinator**, Filipino Intercollegiate Networking Dialog Inc. *Fall 2005*

- Developed a training course for and administered training to over 75 moderators
- Prepared activities that helped students gain knowledge of Filipino-American Culture
- Administered workshop to over 500 students at the mid-Atlantic Collegiate Conference

## Computer and Design Skills

---

- Microsoft Office Outlook 2007
- Microsoft Windows Office: Word, PowerPoint and Excel
- Centricity EMR (Electronic Medical Record) , Centricity IDX (Patient Scheduling Program)
- Amalga (In-Patient Tracking System)
- PeopleSoft (Supply Ordering)

# KRISTINA HEIMLICH

---

12 Hugo Court ♦ Silver Spring, MD 20906 ♦ (443) 745-6219 ♦ Kristina.Heimlich@gmail.com

## References

**Rachel Thomas, MBA, BSN, RN, CNN**

Former Vice President of  
MedStar Georgetown Transplant Institute  
(630) 306-9950

[Rachel\\_c\\_thomas@att.net](mailto:Rachel_c_thomas@att.net)

**Hasnain Photowala**

Administrative Director of Surgical Services  
Department of Surgery  
MedStar Washington Hospital Center  
110 Irving St NW  
Washington, DC 20010  
202-877-5473

[Hasnain.Photowala@medstar.net](mailto:Hasnain.Photowala@medstar.net)

**Marianne Worley**

Director of Media Relations  
MedStar Georgetown University Hospital  
3800 Reservoir Road, NW  
Washington, DC 20007  
(703) 558-1287

[WorleyM@gunet.georgetown.edu](mailto:WorleyM@gunet.georgetown.edu)