

# MARIE WILLIAMS, MPH, CMA

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## SUMMARY

- **Public Health Professional and Certified Clinical Medical Assistant** with expertise in conducting comprehensive program evaluations utilizing CDC guidelines.
- Completed MPH and public health internship with the EPA, working with senior staff to develop, implement and monitor 2019 School Integrated Pest Management program.
- Proficient at developing data collection systems and conducting data analysis.
- Computer proficiencies: Emstat (HER), Epack, Star, NextGen, and SPSS.

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## EDUCATION

### Master of Public Health

Walden University | Minneapolis, MN

Mar 2020

CEPH accredited program

### Bachelor of Science, Psychology

Minnesota State University | Mankato, MN

2014

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## CERTIFICATIONS

### Certified Medical Assistant (CMA)

Minnesota Community College, Minneapolis, MN

2010

### CPR Certification

The American Red Cross, Minneapolis, MN

2010

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## PUBLIC HEALTH EXPERIENCE

### Public Health Practicum Student

Environmental Protection Agency-Region 1 | St. Paul, MN

Apr 2019 - Oct 2019

*Worked closely with senior EPA staff of pesticides division to develop, implement and monitor 2019 School Integrated Pest Management program (SIPM) strategic plan in alignment with CDC guidelines.*

- Utilized various media production tools, such as webinars and videos to deliver age-appropriate program message.
- Created and prepared marketing materials, communications tools, and activities for children's health community outreach.
- Consulted with Subject Matter Experts (SME's) at the EPA and Cooperative Extension to establish, increase, and maintain consensus-building relationships, partnerships and strategic alliances.
- Collected, analyzed and interpreted program qualitative and quantitative data.
- Completed full program evaluation analysis and report of SIPM program including detailed analysis of resource and staff allocation, current campaigns and materials. Program outcomes indicated a 30% increase in awareness among targeted schools.

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## RELATED EXPERIENCE

### Certified Medical Assistant/Medical Practice Supervisor

St. Paul Family Medical Practice | St. Paul, MN

2016 - Present

*Serve as a key member of interdisciplinary healthcare team, supporting seven MDs, a PA and a team of 5 nurses to ensure optimal patient care and smooth office operations.*

- Consistently recognized for efficient handling of office administrative duties which allowed medical team to focus on patient care.
- Performed physical assessments, including patient medical histories and vital signs, routine tests, diagnostic procedures and ancillary tests.
- Collaborated in the implementation of the practice's quality assurance and control program, which ensured compliance with HIPAA, CLIA and OSHA regulations. Improved patient care and satisfaction and lowered monthly overhead by 12%.

### Certified Clinical Medical Assistant/Office Manager

Wellness Medical Group | Edina, MN

Jan 2009 - Jan 2016

*Managed front desk and provided patient support for a multispecialty practice, including internal medicine and urology.*

- Recorded patient medical histories in the electronic health records system; monitored vital signs, and communicated lab results to patients.

- Prepared patients for examinations and minor surgical procedures.
- Trained and mentored junior medical staff.