

# **What Have U Done For Your Program Lately? The Coordinator's Resume**

Nothing to disclose

# **What Have U Done For Your Program Lately? The Coordinator's Resume**

2015 Annual Educational Conference

San Diego

Margaret Tarpley

Stephanie Burnham

Vanderbilt University

# Goals & Objectives

1. Articulate the importance of creating and maintaining the personal resume
2. Know the key elements to include in the resume
3. Be able to assemble and format a resume

# The Coordinator 2015

**The responsibilities of the residency program coordinator have grown exponentially since 2002-2003 when the competencies and the duty hour regulations were instituted. The Milestone Project has only increased the time and energy needed to administer training programs. The coordinator plays multiple roles in medical education: administrators, supervisors, data managers, counselors, budget overseers, educators, conflict managers, social arrangers, etc. The resume serves as a record of the education, training, employment record, and accomplishments of a person.**

# Resumés

**Building a resume is an ongoing process and a professional never knows when the prospect for advancement or some other valuable opportunity will require the submission of a resume.**

Who has a resume that you could send out tomorrow?

How do you get started or strengthen  
the one you already have?

# Open your online calendar and go back to January 2014

- Go day-by-day through your calendar
- Take notes of any activity no matter how important it may seem to you
- Group these activities with like items—for example:
  - Prepared the training program budget
  - Organized and implemented the new resident orientation (Did you create packets, forms, on-line activities?)
  - Participated in a regional or national professional association meeting (Be specific)
  - Worked closely with the GME office in various capacities (Be specific)
  - Prepare and submit reports (WebAds, duty hours, etc.)
  - Met with a new coordinator to show her the ropes (Mentored)
  - Assisted (Taught) in the orientation of
    - New coordinators
    - Administrative assistants



# Resume Content

<https://medschool.vanderbilt.edu/faculty/suggested-format-curriculum-vitae>

- Name
- Contact information
- Education
- Licensure and Certification
- Academic appointments
- Employment (Chronological order)
- **Professional organizations and any leadership roles**
- **Professional activities**
- **Research activities**
- Publications (List earliest to latest)
- Presentations (List earliest to latest)

All coordinators should have a resume where is listed not only their education and employment history but also all their professional activities, accomplishments, and responsibilities such as

- giving presentations to new residents at orientation or to other coordinators in your institution
- mentoring new coordinators in other departments
- orienting new faculty members
- serving on institutional committees
- being active in professional organizations and any leadership roles
- publications
- teaching/training

# Additional Items

- Teaching activities
- List of persons you have mentored
- Community service activities

Review it on a regular basis—at least quarterly

# Discussion about Resumés

# Advice

Treat every resident and medical student as though someday they will be your boss