

Katherine Orsino

EDUCATION:

1994-1996 Katharine Gibbs School

EXPERIENCE:

2013-Present

NATIONAL EMS MEMORIAL FOUNDATION

Executive Director

- Responsible for the successful leadership and management of the organization
- Oversee the efficient and effective day-to-day operation of the organization
- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Act as a spokesperson for the organization
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represent the organization at community activities to enhance the organization's community profile
- Oversee the planning, implementation, execution and evaluation of special projects
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
- Oversee the development of fund raising plans and write funding proposals to increase the funds of the organization
- Participate in fundraising activities as appropriate
- Establish working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations
- Publicize the activities of the organization, its programs and goals

2012-Present

MASSACHUSETTS GENERAL HOSPITAL

ELECTROPYSIOLOGY LAB

Scheduling Coordinator

- Schedule, confirm and reschedule multiple surgical procedures
- Coordinate schedules for staffing, anesthesia, admitting and special testing
- Maintain Physician and Fellow schedules
- Ensure timely transfer of pre procedure requirements
- Coordinate services with other departments
- Prepared training material and train staff
- Coordinate interdepartmental support
- Handle customer service associated requests, communicate preparations and handle call backs

2001-2010

TUFTS MEDICAL CENTER

Emergency Department

Staffing Coordinator/Patient Services Coordinator

- Provided Administrative support
- Facilitated on boarding of new employees by training and providing support
- Coordinated daily and monthly Physician, clinical and administrative staff schedules
- Prepared and distributed payroll for staff
- Responsible for providing department coverage during unexpected and scheduled absences with medical and administrative staff
- Responsible for Calendar management
- Scheduled and coordinated meetings and conference calls
- Registered patients
- Scheduled Patient ancillary, diagnostic tests & appointments
- Answered multiple phone lines, triaged calls to corresponding departments
- Corresponded with patients to provide information, answer inquiries and assisted in problem resolution
- Prepared medical records for new, existing and admitted patients
- Obtained appropriate referrals for patients

1998-2001

Fidelity Investments

Executive Assistant

- Ensured smooth operations by supporting executive team.
- Planned all meetings and travel for Senior Vice President
- Compiled quarterly budget reports, financial spreadsheets, organizational charts and company data reports using advanced Microsoft Excel functions.
- Created PowerPoint presentations
- Prepared monthly reports
- Maintained multiple calendars
- Scheduled and coordinated meetings
- Created reports and high quality presentations utilizing Excel and PowerPoint
- Processed expense reports
- Responsible for editing and proofing memos and written correspondence
- Assisted with larger group initiatives, including moves, space planning, etc.

1994-1998

OPHTHALMIC CONSULTANTS OF BOSTON

Ophthalmic Technician

- Responsible for taking patient medical histories
- Instructed patients about medications, tests, and procedures
- Performed various vision and diagnostic tests
- Assisted ophthalmologists with patient procedures
- Coordinated patient scheduling
- Trained other ophthalmic assistant
- Posted patient test results in online database for physician and patient retrieval