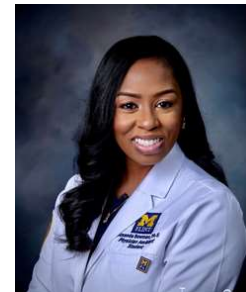


# AMANDA BOWMAN-COLLINS, MBA

PHYSICIAN ASSISTANT- PA-S



## CONTACT

- 313-938-2613
- abowman1086@gmail.com

## SKILLS

- Wound suturing/ stapling repair
- STI Counseling
- E-FAST Ultrasound
- Incision and Drainage
- Conversational Spanish
- Telemedicine/Telehealth
- Electronic Medical Record Systems(Epic) , CPRS
- Well Child Visits
- Narcan Administration

## EDUCATION

**Master of Physician Assistant Science**  
**University of Michigan- Flint**  
April 2024

**Master of Business Administration,**  
**Project Management**  
**Lawrence Technological University**  
2010-2013

**Bachelor of Arts- Sociology**  
**Oakland University**  
2004-2009

## CERTIFICATIONS & LICENSURE

- ACLS- Expires 03/2025
- PALS - Expires 03/2025
- BLS - Expires 03/2025
- Physician Assistant Certification  
- Anticipated May 2024

## PROFILE

Highly motivated, goal-driven, and passionate professional with comprehensive expertise. Seeking an opportunity as a Physician Assistant in OB/GYN. During my training as a PA student with Promedica Hospital I gained valuable experience in prenatal care, routine wellness visits and surgical procedures. I also have several years of leadership experience which is a great attribute for an office seeking to give additional responsibilities to the PA.

## CLINICAL EXPERIENCE

- Family Medicine** - Aleda Lutz VA Hospital- May 2023
- Pediatrics**- Mott Children's Health Center- June 2023
- Psychiatry & Behavioral Medicine**- Michigan Medicine - July 2023
- Internal Medicine** - Michigan Medicine - August -September 2023
- Women's Health OB/GYN** - Promedica October 2023
- Urgent Care**- Emcura Groose Pointe- November 2023
- Orthopedic Surgery (Elective)**- Michigan Medicine
- Geriatrics** - Michigan Medicine
- Emergency Medicine** -Michigan Medicine
- General Surgery** -Michigan Medicine
- Dr. Michael Roberts Orthopedics** - October 2018- June 2019
- Academic Dermatology & Cosmetic Surgery**- February 2021

## Obstetrics/Gynecology- Physician Assistant Student

Promedica Tecumseh- Dr. Victor Cherfan, Contact for Reference- 734-634-5557

- First assist during Laparoscopic Procedures( Tubal Ligation, Oophorectomy)
- First assist during Da Vinci Robot Surgery
- Routine Women's Wellness Visits
- Prenatal and Postpartum Wellness Visits
- Fertility consultations
- Oral Contraception Consultation
- IUD & Arm Implant Removals
- Cervical Cancer Screenings
- Interpret Diagnostic Imaging and Lab Results
- Weight Management

## Graduate Capstone Project- Prenatal Care & Patient Education

Genesee County Health. Department

July 2023- October 2023

- Collaborated with the Family Planning and Women, Infant & Children (WIC) offices through the Genesee County Health Department.
- Provided expectant mothers with prenatal vitamins and patient education.
- Collected data from the participants to analyze a 75% adherence to the recommended prenatal vitamin intake.
- Identify barriers to prenatal vitamin consumption during pregnancy and postnatal.
- Developed patient education for pregnant woman which is displayed at the Genesee County Health Department.

# AMANDA BOWMAN-COLLINS, MBA

PHYSICIAN ASSISTANT- PA-S



## PROFESSIONAL AFFILIATIONS

American Academy of Physician Assistants (AAPA)

Michigan Academy of Physician Assistants (MAPA)

Student Society- Diversity Chair

National Black MBA Association (NB MBA)

## WORK EXPERIENCE

### Admissions Systems Administrator

2017-2022

Detroit Public Schools Community District- Detroit, MI

- Lead the development of data and systems customization to support the admissions process for 21 selective-admissions schools in the DPSCD system.
- Supervised an admissions support representative to execute daily operations; executed performance management by leading one-on-one meetings, providing ongoing coaching and feedback, and completing annual performance evaluations/appraisals.
- Analyze key metrics using Excel and PowerBI such as the application volume, trend analysis, retention, and enrollment gaps to develop strategic plans aimed at increasing enrollment and student retention.
- Collaborate with key internal stakeholders including but not limited to enrollment, outreach, and school administrators/leadership to identify areas of opportunity for process improvement.

### Director of Admissions

2014-2016

New Horizons Learning Solutions- Chicago, IL

- Directed a team of 10 employees to execute daily admissions operations on behalf of an educational institution that provides workforce training in the areas: project management, cybersecurity, and information technology infrastructure; duties were similar in scope to the aforementioned role Admissions Counselor role.
- Served as a key component in the candidate selection process to interview, hire, train, and develop new employees.
- Executed performance management by leading individual and team meetings, provide coaching and feedback, monitor time reporting, complete annual performance evaluations/appraisals, and administer disciplinary action ranging from write-ups to terminations.
  - *Key Highlights & Accomplishments:*
- Developed strategic planning to attract underrepresented groups in cybersecurity and IT such as veterans and African-Americans which resulted in a 10% increase in enrollment across the two groups.

### Medical Assistant / Ultrasound Assistant

2018-2022

Diagnostic Imaging LLC- Farmington Hills, MI

- Document test results during General and Cardiovascular exams.
- Contact patients to schedule exams.
- Complete EKG test for outpatient services.
- Perform abdominal ultrasound exams.
- Perform Vestibular Autorotation Test.
- Take sonogram still images and video per the script.
- Create reports to document findings and measurements.
- Sterilize and maintain ultrasound equipment.
- Prepare patients for procedures and exams during in home visits.