

# ASHLEY M. POTTS

Canton, GA 30115

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## PROFESSIONAL SUMMARY:

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Resourceful administrative professional in the healthcare sector with 15 years of experience impacting organizational performance through team management, improved process of medical records input, budget management, program management, business development and inventory savings. Continuously looking for ways to add value to the organization and known by peers and management as a consistent self-starter. Possess over 18 years of experience in both a hospital and biotech/biopharma setting. 10 of those years in biotech/biopharma working with C-level Executives, Board of Directors and Investors on a daily basis.

- Ability to multitask, set priorities, problem solve and quickly adapt to changing situations on a daily basis.
- Experience with electronic medical records, ensured patient files were updated without errors and pulled medical records for review as needed such as the resuscitation reports for the Children's ER.
- Extensive Budget and Inventory Management experience over the past 18 years by helping reduce administrative costs, manage inventory, and ensuring scope of work costs are within the approved budget request.
- Technical Expertise: Microsoft Office Suite, Google Docs, ADP, Adobe, Salesforce, Concur, Cisco-Webex, Oracle, Trello, Epic, MasterControl, Constant Contact (HIPAA and OSHA training when with Vanderbilt).

## PROFESSIONAL EXPERIENCE:

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**Executive Assistant to CEO/Sr. Mgr. Legal**  
Berg LLC, Framingham, MA

September 2010 – Present

- Oversee day to day office management as the company grew from 10 people to 200 people.
- Cultivate internal and external relationships with executives, hospitals, biotech, biopharma etc.
- Mentor and manage 5 direct reports and cross trained to ensure administrative coverage. Also, collaborate with 10 senior executives that report to the CEO by managing requested time off, communicating regarding work flows for each department and working directly with them on generating documents/reports needed for the CEO.
- Work closely with Human Resources through the screening, interviewing and hiring process as well as prepare salary/bonus recommendations.
- Liaison to the CEO on management and administrative matters.
- Project management experience to complete diligence to ensure the contracts, scopes of work and budgeted requests provide full financial details and timelines of projects.
- Review legal documents prior to sign off by the CEO.
- Implement cost saving measures for administrative budget such as copiers, office and breakroom supplies.
- Coordinate Public Relations between the CEO, PR firm and news agencies including coordinating speaking engagements, live interviews, review of press releases and using Constant Contact to keep everyone updated on achievements.
- Collaborate in the Development and maintenance of standard operating procedures for workflow efficiency.

**Fellowship Coordinator**, Monroe Carell Jr. Children's Hospital at Vanderbilt  
Vanderbilt University Medical Center, Nashville, TN

2002– 2010

- Managed the Fellowship Program for 6 Fellows to ensure they were compliant with regulations.
- Coordinated the interview process for fellows between the Children's and Adult ER.

- Compiled the expiration/resuscitation reports for review during monthly meetings.
- Organized a monthly Fellows Conference that included all Resident's and Fellows in the hospital.

**Administrative Assistant**, Vanderbilt Orthopaedics Department

- Assisted with day to day clinic operations (from handling patient calls, adding urgent patients, ensuring x-rays were available, completing patient paperwork (FMLA, STD, LTD, etc), and providing patients with necessary details for surgeries).
- Coordinated the annual Fellowship Interviews and monthly journal club for physicians and residents in the Orthopaedic Hand and Plastic Surgery Departments.
- Organized Annual Hand and Upper Extremity Conference which saw 20 percent participation growth each year.

**Assistant Manager**, Hollywood Video  
Hendersonville, TN

1999-2002

- Manage staffing needs (scheduling, budgets, etc)
- Handle any employee or customer support needs
- Oversaw day to day opening and closing operations including daily deposits, inventory, and store organization

**EDUCATION:**

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**Master of Business Administration, Healthcare Management**

March 2020

Western Governors University, Salt Lake City, UT

Relevant Courses: Managing Organizations and Leading People, Managing Human Capital, Financial Management, Service Line Development, and Accounting for Decision Makers

**Bachelor of Art, Sociology**

June 2015

University of Massachusetts-Boston, Boston, MA

International Sociological Honor Society