

Camilla Ogden

420 Chestnut Street
Birmingham, AL 35206

205-540-1426
camilogden@gmail.com

Professional Experience 2006-2018 (University of Alabama)

- OBGYN-Division of Maternal Medicine
- UAB School of Medicine
- UAB Facilities Support Services
- UAB Hospital
- UAB Eye Care
- Obstetrics Complication Clinic
- UAB Dean's Office

Administrative Professional 2006-2018 (University of Alabama)

- Administrative Associate for the Senior Associate Dean of Affairs and Professional Development
- Administrative Associate for the Division of Maternal Fetal Medicine
- Office Associate II to Director of Facilities
- Assistant to Associate Professor for the UAB Dental School
- Assistant to Vice President
- Unit Secretary at UAB Hospital-W9N
- Office Administrative Support for UAB Eyecare
- Administrative support at The Facility Office Towers-Variou Physicians

Professional Summary

Administrative support

Desktop Publication

Medical transcriptions

Monitored the phone system's efficiency and performed routine troubleshooting

Monthly schedule management

Scheduled and coordinated meetings, lectures and seminars

Proofread and edited Resolutions for Board Members

Served as a communication liaison for departments

Maintained correspondence with the Director of Executive Affairs

Financial Management

Processed invoices

Bookkeeping

Oracle Accounting systems and requisitions

Job Description

Administrative Specialist

Organizational Development

- Assisted with proposals and reports for the School of Medicine Deans Office
- Provided administrative support for Human Resources
- Handled a range of administrative support to Vice President's Office and staff
- Assisted Dean's office with PowerPoint Presentations
- Facilitated events and Board meetings

Qualifications

- Excellent verbal and written communication skills
- Proficient on Microsoft Outlook, Word, Excel
- Creative, flexible, and innovative team player

Education

- Jefferson State Junior College 1987-1988
- 1987 Graduate / Huffman High School

