

Karrington Butler
Chicago, IL
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WORK EXPERIENCE

American College of Surgeons: Division of Education- Chicago, IL

Program Administrator: ACS- Accredited Education Institutes (August 2024 – Present)

- Oversee daily operations and general management of over 100 ACS-AEI programs and committees, ensuring efficient workflows and compliance with organizational standards.
- Supervise program activities, coordinating data collection, reporting, and analysis to drive continuous improvement across accredited institutes.
- Manage administrative functions, including budget tracking, financial monitoring, and operational fund utilization to support program sustainability.
- Lead planning and execution of key meetings, including the Annual Surgical Simulation Summit, overseeing abstract submissions, session planning, and onsite logistics.
- Drive operational efficiency by overseeing the strategic marketing plan for the ACS-AEI programs.
- Develop and produce the quarterly ACS AEI Newsletter, maintaining consistent messaging and aligning content with organizational objectives.
- Lead quality improvement initiatives and participate in institutional projects to enhance program effectiveness, including a statistical review of the AEI programs.

Lurie Children's Hospital: Medical Imaging- Chicago, IL

Program Coordinator (October 2023 – Present as PRN)

- Led administration and supervision of graduate medical education programs, including the Residency, Pediatric Fellowship, Cardiac Fellowship, and Neuroradiology Fellowship program, implementing policies and procedures to ensure compliance and program improvement.
- Collaborated with stakeholders to develop and implement innovative strategies for enhancing residency program productivity and workflow operations.
- Conducted comprehensive research and analysis to inform policy development and address emerging challenges in healthcare education.
- Served as a key member of committees focused on program evaluation, contributing insights and recommendations for continuous improvement.

Lurie Children's Hospital: Pediatric Surgery- Chicago, IL

Senior Administrative Assistant (November 2022 - October 2023)

- Successfully spearheaded a faculty onboarding project, achieving widespread adoption throughout the department.
- Provided dedicated administrative support to the Vice Chair of Finance with comprehensive responsibilities, including heavy calendar management, expense reports, and overall departmental organization.
- Orchestrated internal and external meetings for 30+ Physicians and faculty candidates, demonstrating meticulous planning in venue selection, vendor coordination, and transportation logistics while adhering to budgetary constraints.
- Served as the Program Coordinator for the Supprelin Clinic. Improved program through continuous collaboration with faculty, collecting feedback, and enhancing program offerings to sustain interest.
- Collaborated closely with faculty leadership to maintain a dynamic online presence, regularly updating content to provide accurate information to patients and families. Also, sustained a well-distributed department newsletter to keep stakeholders informed.

KPM Freight and Logistics- Cincinnati, OH

HR and Administrative Assistant (August 2019 – December 2021)

- Updated the internal database with new employee information.
- Screened resumes and application forms for new candidates.
- Learned about onboarding and information surrounding employee benefits.
- Successfully planned and coordinated employee events and activities.
- Scheduled and coordinated meetings and appointments for supervisors and managers.

EDUCATION

Loyola University, Chicago, IL (Expected Graduation: May 2025)

- Master of Public Policy
- Relevant Coursework: Policy Analysis, Healthcare Policy, Program Evaluation, Statistics

Miami University, Oxford, OH

- B.A Public Health- Health Policy & Administration
- Minor: Professional Writing

SKILLS

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|----------------------|------------------------|
| • Policy Analysis | • Project Coordination |
| • Program Evaluation | • Digital Marketing |
| • Data Analysis | • Communication |
| • Budget Management | • Microsoft Office |