

## **SACME Bio**

**Areas to Include along with your membership application and C.V./Resume:**

**Name and Degrees**

**Current Title**

**Current Institution, City, State/Province**

**Length of service in your current position**

**A brief description of your current role**

**Highlights of your recent work and/or experiences related to the field**

**Describe your previous experience**

**PLEASE NOTE:** Your current professional bio, such as one from your institutional website, can be submitted for this purpose.

## **SAMPLE**

**Carol L. Goddard, B.A.**

**Sr. Program Specialist, Continuing Education and Improvement**

**Association of American Medical Colleges, Washington, DC**

Carol joined the AAMC in July of 2010 as a Program Specialist for the Continuing Education and Improvement (CEI) Section of the Group on Educational Affairs (GEA). She became the Senior Program Specialist in 2012.

In her current position, Carol supports CME/CPD endeavors through her role as the primary staff liaison point of contact for the AAMC's GEA CEI Section, the CEI Section and the Society for Academic CME Joint Working Group (JWG), and the AAMC/SACME Harrison Survey in Academic CME/CPD Survey Writing Group (SWG). She serves as editor-in-chief of CEI constituent communication bi-weekly newsletter, *CENews*; is an initial reviewer of resources recommended for submission to the CE Directory portion of MedEdPORTAL; and oversees and coordinates the support and maintenance of the CEI website. Carol assists with new and ongoing medical education and cross-divisional projects related to CEI on a local, national, or international basis and coordinates with senior CEI staff in preparing papers, reports, presentations, and other materials.

Carol served as the chair of the Society for Academic Continuing Medical Education (SACME) Membership Committee, 2014-2016.

Previous experience includes working with the Postgraduate Education Committee (PGE) of the American Society of Nephrology (ASN) as the Sr. Project Manager of PGE from 2000-2010, developing several aspects of the ASN's annual meeting (including numerous conference sessions and symposia), and managing the annual Nephrology Board Review Course. Prior to that role Carol worked with ASN as Exhibits Manager during her tenure at Smith Bucklin—an association management company—1989-2000. Carol's other clients included, in part, the Association of Professors of Medicine, the Association of Specialty Professors, and the Clerkship Directors in Internal Medicine.