

# Elizabeth Downing

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**JOB TARGET:** Gastroenterology Medical Secretarial Supervisor

## WORK/RELATED EXPERIENCE

10/2000 - Present **Board member; chair, Fundraising Committee**  
Gift of Life Transplant House, Rochester, Minnesota

- Solicit committee input in planning fundraising activities and publicity
- Assign team members specific tasks in completing fundraising project
- Prepare and presented fundraising proposal to Gift of Life Transplant House Board
- Write letters requesting donations to Gift of Life Transplant House
- Motivate team members to contribute during brainstorming sessions

## MAYO CLINIC, ROCHESTER, MINNESOTA

6/1990 - Present **Medical Secretary, Division of Gastroenterology**

- Prioritized work of three physicians to meet deadlines
- Coordinated manuscript and photograph preparation for submission for publication
- Composed minutes for care plan meetings
- Managed all aspects of weekly lecture schedule
- Transcribed medical letters and mailed to patients in a timely manner

12/1988 - 5/1990 **Evening Data Entry Clerk, Information Services**

- Input data on IBM PC
- Prepared computer reports for multiple departments
- Worked independently

9/1986 - 11/1988 **Receptionist, Saint Marys Hospital Administration**

- Typed miscellaneous correspondence and reports
- Responded pleasantly to inquiries and complaints by patients and staff
- Scheduled appointments for six administrators

## EDUCATION

Medical Secretarial Certificate  
Rochester Community and Technical College, Rochester, Minnesota

**REFERENCES** (available upon request)