

# Karen M. Hansen

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## **SUMMARY OF QUALIFICATIONS:**

- Highly motivated professional with proven ability providing management and direction to development programs, budget oversight, best practices, project management and ensuring smooth operation and delivery of services
- Expertise monitoring and regulating various federal and state legislative issues
- Proficient with public relations and press releases
- Adept ability to problem solve and effectively collaborate with clients, business partners, board members, associations and government agencies
- Goal driven with the ability to manage conflicting priorities with proven results and a high degree of attention to detail and prioritization and excellent customer service
- Executive meeting planning, travel, and management of calendar
- Superior grant, database management, editing, writing and research skills

## **PROFESSIONAL EXPERIENCE:**

### **AMERICAN GEOPHYSICAL UNION (AGU)**

**May 2006 – March 2009**

#### **Executive Assistant**

- Served as the Executive Assistant to the Deputy Executive Director and Director of Publications of the American Geophysical Union (AGU). Assisted the Director by initiating and handling all pertinent projects in assuring increased effectiveness and efficiency of the Director and in achieving the overall mission and goals of the department and organization.
- Oversaw the international scientist and student program providing funding for scientists worldwide to attend the Annual Meeting.
- Assisted with two international grant programs with Russia involving translation of AGU Journals.
- Coordinated, planned, and executed all relevant AGU Committee and Board meetings.
- Tracked the budgets for various programs.
- Responsible for the Deputy Executive Director's daily, weekly, and monthly calendar and schedules of events, both nationally and internationally.

### **AMERICAN PHARMACISTS ASSOCIATION (APhA)**

**October 2000 – May 2003**

#### **Certification Administrator**

- Served as the Certification Administrator for an affiliate of the APhA, the Board of Pharmaceutical Specialties (BPS), an organization designed to improve health through recognition and promotion of specialized training, knowledge, and skills in pharmacy and board certification of pharmacists.
- Acted as the liaison between BPS and its five Pharmaceutical Specialty Councils.
- Assisted the Executive Director in developing and implementing high priority strategic plans and objectives related to the BPS certification process.
- Organized, planned, and executed all meetings for each Specialty Council and the BPS Board.
- Wrote all meeting minutes. Scheduled and participated in all conference calls relating to recertification.
- Monitored revenue and expenses for BPS, each of the five Specialty Councils, and the Board.
- Wrote and edited the BPS newsletter, News Releases, and Reports.

## **THE AMERICAN COLLEGE OF OBSTETRICIANS AND GYNECOLOGISTS (ACOG)**

**March 1990 – October 2000**

### **Assistant to the Manager 1998-2000**

- Assisted in managing all aspects of ACOG's Continuing Medical Education (CME) Programs (15 per year nationwide) including design, planning, implementation, and evaluation. Worked with the Director of Education and physician faculty in articulating objectives and program content. Assisted in assuring compliance with accreditation requirements and standards based on the requirements of the Accreditation Council for Continuing Medical Education (ACCME).

### **Program Assistant 1994-1998**

- Served as the Program Assistant for the Council on Resident Education in Obstetrics and Gynecology (CREOG), a division of ACOG designed to facilitate and promote excellence in residency education.
- Planned and organized eight Annual Meetings, including Council meetings Committee meetings, and Workshops designed to enhance education in obstetrics and gynecology. Responsibilities included site selection and on-site management, contract negotiations, selection of speakers and preparing correspondence, all coordination of meeting services, including AV, receptions and other events, transportation, meeting displays, and meeting evaluation.

### **Assistant Government Relations Representative 1990-1994**

- Monitored and analyzed federal and state legislation and regulations affecting women's health care.
- Managed ACOG's grassroots program designed to involve physicians nationwide in government relations activities, which increased from 4,000 to 10,000 during my tenure.
- Interacted with Administration staff and Members of Congress to coordinate meetings and appointments for ACOG membership, drafted testimony and letters to Members of Congress, represented ACOG at various Congressional hearings and meetings with the Department of Health and Human Services, National Institutes of Health, prepared information packets for ACOG membership in their lobbying efforts.
- Wrote and edited the department newsletter, programs, and reports.

## **GOODYEAR TIRE AND RUBBER COMPANY**

**October 1987 – March 1990**

### **Legislative Assistant to the Vice President of Government Affairs**

- Monitored legislative and regulatory issues affecting the company. Coordinated communications with top corporate management, Members of Congress, the Administration, and state and regulatory bodies. Assisted in grassroots efforts involving company plants and other corporations and trade associations.
- Handled various consumer and public relations responsibilities.
- Managed and maintained the Vice President's calendar of appointments and meetings, both locally and nationally.

### **COMPUTER KNOWLEDGE:**

Windows XP, Windows 7, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Outlook, Lotus.

### **EDUCATION:**

**COLLEGE OF WILLIAM AND MARY, Williamsburg, Virginia**

Bachelor of Arts: International Affairs (May 1987)

Prior schooling in Bergen, Norway

### **OTHER LANGUAGES:**

Norwegian, Danish, Swedish, some German