

Curriculum Vitae

Sandra Alexander
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Education

Grand Canyon University
Master Public Administration, Honors in Healthcare Management Jan 2013
Dallas Baptist University, Dallas, TX
BAS, Honors in Healthcare Management May 2007
American Association Medical Assistants
CMA (Certified Medical Assistant) June 1996

Medical Assisting Program Director/Coordinator

Clinical Coordinator
Curriculum design
Medical Assisting Education Review Board Surveyor
Outcome Assessments
On-Line Course Design
Coordinate Advisory Board Meetings

Teaching Experience

ElCentro College, November 2009 to present
Administrative Procedures for Medical Assisting
Clinical Procedures for Medical Assisting
Computers in Healthcare
Laboratory Procedures for Medical Assisting
Clinical Medical Clinical
Medical Assisting Credentialing Exam Review

Richland College, Dallas County Community District- May 1999-March 2010
Adjunct Instructor- Health Professions:
Medical Terminology
Medical Law and Ethics
Pharmacology for Medical Assistants
Medical Office Procedures

Develop syllabus, weekly schedule with practicum and administered all grades.
Adhere to the policies and procedures of the credentialing body.

Professional Interests

Texas Society of Medical Assistants

President -2000

Education Chair 2010 – present

Dallas Chapter Medical Assistants

President -1996

Education Chair 1998 – present