

**Ashleigh Cole**  
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**EXPERIENCE:**

- 06/2017- Present                    **Guthrie Medical Group P.C.**                    Sayre, PA  
*Physician and Advance Practice Provider Recruiter*
- Source and recruit physicians and advanced practice providers for Anesthesiology, Certified Registered Nurse Anesthetists, Gastroenterology, Plastic Surgery, Obstetrics and Gynecology Psychiatry and Pulmonary Critical Care.
  - Work with practice managers, senior leadership and lead physicians to develop specific recruiting plans.
  - Maintain Guthrie postings/Ads internally and on job boards
  - Assists with the onboarding and retention efforts of new physicians and advance practice providers
- 01/2017- 06/2017                    **Guthrie Medical Group P.C.**                    Sayre, PA  
*Sourcing/Marketing Specialist (Physician Recruitment & Retention)*
- Screens candidates against requirements and presents to recruiters
  - Coordinate all specialty conferences physician recruitment will attend
  - Manage yearly conference and marketing campaign calendars
- 03/2014- 02/2017                    **Guthrie Medical Group P.C.**                    Sayre, PA  
*Coordinator (Physician Recruitment & Retention)*
- Screens Curriculum Vitae of candidates
  - Maintains individual candidate files, candidate database (Kontakt Intelligence) and community information
  - Receives, greets and tours provider candidates during interview process
  - Coordinates interview process, interview packets, candidate evaluations and post candidate review meetings
  - Coordinate various recruitment meetings and events
  - Maintain and track all recruiting expenses and invoices by advertising source and specific provider specialty
- 02/2016-06/2016                    **Guthrie Medical Group P.C.**                    Sayre, PA  
*Advanced Practice Provider Internship Recruiter (Physician Recruitment & Retention)*
- Coordinated all activities with Advanced Practice Provider candidates (phone screen, itineraries, pre & post interview paperwork.)
- 06/2010- 03/2014                    **Guthrie Medical Group P.C**                    Sayre, PA  
*Medical Office Assistant (Radiation Oncology)/Radiology Film Librarian*
- Maintained all Pre-certifications for insurance purposes
  - Use of Guthrie's computer systems (EPIC and PACS) for patient health care records
  - Guide patients into exam rooms

**EDUCATION:**

Bachelor of Sciences in Business  
Associates of Science in Business Administration  
**Keystone College**