

# ANNE MARIE TALSKY

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## EXPERIENCE

**AURORA HEALTH CARE**, Milwaukee, Wisconsin  
*Administrative Assistant Senior, 2004 – Present*

- Provide administrative assistance/coordination to the Director of the Center for Urban Population Health, the Associate Director for Community Partnerships, and the Research Program Manager.
- Plan and coordinate the University of Wisconsin School of Medicine and Public Health's Clinical Clerkship in Rural and Community Health.
- Assist with the writing and production of the Center's Annual Report.

*Project Coordinator, 2001 – 2004*

- Oversaw grant project activities including monitoring and coordinating participants, data collection, project reporting and Institutional Review Board approval.
- Ensured contract compliance and attainment of grant project goals.
- Gathered data for all required reports, wrote and filed same.
- Established a variety of community connections and coordinated, initiated and tracked community activities by department faculty, staff and residents.
- Wrote and published a monthly newsletter disseminating grant-related information, research and progress.

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*Administrative Assistant I, 1998 – 2001*

- Supported the Interim Associate Chair for the Department of Family Medicine (DFM), the Director of Clinical Services for the Milwaukee Clinical Campus (MCC), and the Administrator for Aurora/UW Health Clinics and Director, Business Services.
- Assisted with the writing of two HRSA grant applications.
- Facilitated the publication of the 1998 DFM Annual Report and the 1999 MCC Annual Report.
- Maintained volume and productivity statistics for the MCC and created customized reports on demand.

**THE TALSKY GROUP**, Milwaukee, Wisconsin  
*Owner, 1995 – 1998*

- Provided small-office productivity and HR consulting; training.
- Provided software customization and the creation of specialized software programs for legal document assembly and database management.

**WILLMS ANDERSON, S.C.**, Thiensville, Wisconsin  
*Paralegal/Administrator, 1990 – 1995*

- Prepared and administered the budget; managed personnel, accounts payable and receivable, and client billing; supervised secretarial and other clerical staff.

- Developed computerized programs for document assembly, client indexing and database systems.
- Prepared initial drafts of estate planning documents; managed the signing of all original documents; assisted with probates and related litigation.

**CENTER FOR THE STUDY OF BIOETHICS,  
MEDICAL COLLEGE OF WISCONSIN, Milwaukee, Wisconsin**  
*Research and Project Coordinator*  
*Coordinator, Wisconsin Ethics Committee Network, 1987 – 1990*

- Coordinated the creation of the Wisconsin Ethics Committee Network, a statewide organization of representatives from medicine, government, education and consumer advocacy, and managed its activities and continued growth.
- Researched legal, medical and policy aspects of current issues in bioethics for speeches, educational programs, publications and litigation. Assisted in preparation of same.

## EDUCATION

MOUNT MARY COLLEGE, Milwaukee, Wisconsin: B.A. - History; English (minor)

ROOSEVELT UNIVERSITY, Chicago, Illinois  
*Paralegal Certificate* with Honors; specialization in Estates, Trusts and Wills, with special course work in research.

## PUBLICATIONS/PRESENTATIONS/TEACHING

Shapiro RS, Simpson DE, Lawrence SL, **Talsky AM**, Sobocinski KA, Schiedermayer DL. A Survey of Sued and Nonsued Physicians and Suing Patients. *Archives of Internal Medicine*. 149(10):2190-6, 1989.

Cardinal Stritch College, Milwaukee, WI  
"Practical Office Solutions for Enhanced Productivity," Spring 1996.

Palencia M, Gima A, Brill J, **Talsky AM**, Ohly S. Lecture-Discussion. Mini-Immersion in Medical Spanish. Society of Teachers of Family Medicine's 36th Annual Conference, Atlanta, GA, 2003.

Bidwell J, **Talsky AM**, Brill J, Stearns M, Halsmer, Nguyen T. Targeting Cultural Competence Training. Poster Presentation. Society of Teachers of Family Medicine's 36th Annual Conference, Atlanta, GA, 2003.

Brill J, Stearns M, **Talsky AM**. A Picture is Worth a Thousand Words: Graphics for Community-Responsive Behaviors. Poster Presentation. Aurora Health Care Scientific Day, Milwaukee, WI, 2003.

Brill J, Shore W, **Talsky AM**, Stearns J. Community Medicine—To Everything a Season. Lecture-Discussion. Society of Teachers of Family Medicine's 33<sup>rd</sup> Annual Postdoctoral Education Conference, p. 13, Memphis, TN, 2007.

## COMPUTER SKILLS

- PROFICIENT: MS Word; MS Access; MS Excel; MS PowerPoint; Windows 95;2000; WordPerfect (all versions)
- KNOWLEDGEABLE: iKronos, Lotus Notes, Visio, Palm OS, Publisher, Adobe
- LEARNING: Photoshop CS