



Katherine Giovetsis – Account Executive/ED

- Board & Committee Management
- Strategic Oversight
- Ensures Adherence to Legal and Ethical Guidelines
- Financial Oversight
- Staff Management & Development
- ASHI Quarterly Advertising Sales
- External Affairs Committee Staff Liaison
- Finance Committee Staff Liaison
- Leadership Development Task Force Staff Liaison
- Awards Task Force Staff Liaison
- National Clinical Affairs Committee Staff Liaison
- STIC Staff Liaison

Mike Dwyer - Chief Executive Relationship Officer

- ED & Board Consultation
- Contract Negotiations

Melissa Weeks - Accreditation Manager

- Laboratory accreditation application review & processing
- Facilitates laboratory inspections, manages the inspector pool and volunteer list, coordinates inspector training
- Accreditation Review Board (ARB) Staff Liaison
- Director Training Review and Credentialing (DTRC) Staff Liaison

Jessica Hayes– Senior Meeting Manager

- Meeting Planning and Support
- Hotel Contract & Negotiation
- Exhibits and Sponsorship
- Meeting Budget
- Program Planning Committee Staff Liaison

Beth Hogan – Meeting Manager

- Meeting Planning & Support
- Meeting Abstracts
- Regional Education Workshops
- Program Planning Committee Staff Liaison
- International Summer School planning
- Sponsorship Sales

Ryan McGlashen – Meeting Coordinator

- Registration Management
- Speaker Management
- Regional Education Workshops
- International Summer School support
- Board Travel

Mandi Cruz - Asst. Account Executive/AED

- Strategic Initiatives
- Committee and Task Force Management
- Membership Oversight
- *ASHI Insights* Publishing Manager
- Membership Committee Staff Liaison
- Publications Committee Staff Liaison
- Directors Affairs Staff Liaison
- Tech Affairs Staff Liaison
- QAS Staff Liaison
- Bylaws Committee Staff Liaison

Cheryl Hartman – PT Coordinator

- Proficiency Testing Staff Liaison

Joel Colon- Administrator

- All ASHI admin duties including PT admin
- Process travel reimbursements and invoices
- Payment Processing
- ASHI University related issues or questions
- Process *ASHI Quarterly* quizzes
- Update and provide assistance with the ASHI website
- IT Committee Staff Liaison
- Education Committee Staff Liaison

Samantha Kresz– Marketing Manager

- Social Media
- Press Releases
- PR Management
- Marketing Committee staff liaison

Sarah Black– Publishing Manager

- *ASHI Quarterly*

Leslie Clark– Editorial Coordinator

- *Human Immunology*

Silvana Lamllari – Staff Accountant

- Payables & Receivables
- Financial Management
- Audit Support

Data Management Staff

- Payment Processing
- Database Maintenance