## ADMINISTRATIVE STAFF & FACULTY

The following is a list of administrative staff and faculty members employed by the campus as of the date of this catalog addendum:

### ADMINISTRATIVE STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doreen Kellum</td>
<td>Assistant Campus Director of Education</td>
<td>BS, Eastern Michigan University</td>
</tr>
<tr>
<td>Rebecca Baluha</td>
<td>Assistant Campus Director of Education, Certified Medical Assistant Administrative (CMAA/NHA); National Healthcareer Association; Certified Clinical Medical Assistant (CCMA/NHA), National Healthcareer Association, Allied Health Instructor (AH/AMT) American Medical Technologists</td>
<td>AAS, Ferris State University – Medical Assisting</td>
</tr>
<tr>
<td>Jami Mullins</td>
<td>Assistant Campus Director of Admissions</td>
<td>BS, Eastern Michigan University</td>
</tr>
<tr>
<td>Leanne Montagna</td>
<td>Admissions Representative</td>
<td>BS, Art Institute of Pittsburgh</td>
</tr>
<tr>
<td>Mary Voiles</td>
<td>Career Development Representative</td>
<td>AS, Henry Ford Community College</td>
</tr>
<tr>
<td>Danielle Yonkin</td>
<td>Student Services Representative</td>
<td>MA, Eastern Michigan University</td>
</tr>
<tr>
<td>Melissa Knitter</td>
<td>Financial Aid Student Support Representative</td>
<td>BFA, Eastern Michigan University</td>
</tr>
<tr>
<td>Kimberly Elliott</td>
<td>Office Assistant</td>
<td></td>
</tr>
<tr>
<td>Tara Pope</td>
<td>Office Assistant</td>
<td>BS, University of Michigan- Flint</td>
</tr>
</tbody>
</table>

### MEDICAL ASSISTANT FACULTY

**Shoshawna McPhail**
- Registered Medical Assistant (RMA/AMT), American Medical Technologists
- AGS, Henry Ford Community College – General Studies

**Precious Ross**
- Registered Medical Assistant (RMA/AMT), American Medical Technologists
- Diploma, National Institute Technology – Medical Assisting

**Tonya Sims**
- Certified Medical Assistant (CMA/AAMA), American Association of Medical Assistants
- Diploma, National Institute Technology – Medical Assisting

**Geri Castro**
- Certified Medical Assistant (CMA/ AAMA), Certified Professional Coder, (CPC/AAPC)
- Diploma, National Institute of Technology – Medical Assisting

### MEDICAL INSURANCE BILLING AND OFFICE ADMINISTRATION FACULTY

**Michelle Parr**
- Certified Billing Coding Specialist (CBCS/NHA), National Healthcareer Association; Certified Medical Administrative Specialist (CMAS/AMT), American Medical Technologists
- Certificate, A.H. Professionals – Medical Claims & Billing Specialist

**Tonya Sims**
- Certified Medical Assistant (CMA/AAMA), American Association of Medical Assistants
- Diploma, National Institute of Technology – Medical Assisting

**Charles Gordon**
- Certified Billing Coding Specialist (CBCS/NHA), National Healthcareer Association; Certified Healthcare Access Associate (CHAA/NAHAM), National Association of Healthcare Access Management, Certified Revenue Cycle Specialist-Institutional (CRCS-I/AHAM) American Association of Healthcare Administrative Management; Certified Ambulance Coder, National Academy of Ambulance Coding (NAAC)
- AS, International Academy of Design and Technology-Graphic Design
- Diploma, Detroit Business Institute- Medical Billing and Coding

**Geonisha Washington**
- Certified Billing Coding Specialist (CBCS/NHA), National Healthcareer Association
- BS, Davenport University – Health Information Management
- AAS, Davenport University- Health Information Technology
- AS, Wayne Community College- Science

**Mary Timmermann**
- Certified Medical Administrative Assistant (CMAA/NHA) National Healthcare Association
- Diploma, Dorsey Business School- Medical Assistant
**DENTAL ASSISTANT FACULTY**

| *Meredith Parker  
Lead Faculty | Registered Dental Assistant (RDA)  
Michigan State Board of Dentistry; Certified Dental Assistant (CDA), Dental Assisting National Board (DANB) | BAS, Siena Heights-Dental Assisting, Minor Healthcare Management Certificate, Wayne County Community College – Dental Assisting |
|---|---|---|
| ***Leslie Owens  
| Registered Dental Assistant (RDA)  
Michigan State Board of Dentistry; Certified Dental Assistant (CDA), Dental Assisting National Board (DANB) | Certificate, Washtenaw Community College – Dental Assisting |

**VETERINARY ASSISTANT FACULTY**

| *Shantae Townsel,  
Lead Faculty | Licensed Veterinary Technician (LVT), Michigan Board of Veterinary Medicine | AAS, Macomb Community College- Veterinary Technician BS, Michigan State University – Zoology |
|---|---|---|

* Full-time faculty member  
** Part-time/adjunct faculty member  
*** Teacher’s Assistants and Substitutes  
Full-time faculty includes Lead Faculty members and employees who teach two or more sessions, or the recognized equivalent.