

Contact

sknazik@dicomstandard.org

Top Skills

Standards Development

Project Management

Strategic Leadership

Member Relations

Budget Oversight

Languages

English (Native or Bilingual)

Spanish (Limited Working)

Tools & Technologies

Microsoft Office Suite

Doodle Polling

GotoMeeting

Abila/NetFORUM

WordPress

Other Activities

YEP Committee Member

YEP Task Force Member

SIIM Member

Shayna Knazik

Senior Project Manager, DICOM

April 2020 - Present | Alexandria, Virginia

DICOM is the international Standard for medical images and related information. It defines the formats for medical images that can be exchanged with the data and quality necessary for clinical use. DICOM is implemented in almost every radiology, cardiology imaging, and radiotherapy device (X-ray, CT, MRI, ultrasound, etc.), and increasingly in devices in other medical domains such as ophthalmology and dentistry. With hundreds of thousands of medical imaging devices in use, DICOM is one of the most widely deployed healthcare messaging Standards in the world.

As the DICOM Senior Project Manager, I manage the maintenance of the DICOM Standard through oversight and coordination of its Working Group Six (Base Standard). WG-6 regularly reviews and approves extensions (Supplements), clarifications and error fixes (Correction Proposals) to the Standard. I oversee the activities and meetings of the following DICOM Working Groups:

- WG-02 Projection Radiography and Angiography
- WG-04 Compression
- WG-06 Base Standard (and its subgroup on Sex and Gender Encoding)
- WG-07 Radiotherapy (and its 3 subgroups: Brachytherapy, Ion Therapy, and Motion Management)
- WG-16 Magnetic Resonance (and its fMRI subgroup)
- WG-17 3D
- WG-21 Computed Tomography
- WG-23 Artificial Intelligence/Application Hosting
- WG-27 Web Services for DICOM
- WG-28 Physics

Previous Work History

American Association of Physicists in

Medicine 6 years

Programs Manager

December 2014 - April 2020

Alexandria, Virginia

Project Management/Science Council Support

- Provided day-to-day project management of Science Council (SC) activities, as well as the activities of its categorical committees. Served as a process expert by simultaneously managing multiple projects and making recommendations based on institutional knowledge, research, and AAPM policies.
- Kept AAPM Executive Director apprised of SC and committee initiatives.
- Was responsible for the development and oversight of the SC budget, as well as the budgets of its 170+ subgroups.
- Ensured that Council and Committee chairs execute their administrative duties. Maintained committee rosters and supports leadership in communicating regularly with members to ensure that Council and committee obligations are fulfilled. Opened and monitored electronic votes.
- Developed agendas and personally administered Council and committee meetings and teleconferences. Scheduled and arranged logistics for meetings spanning multiple timezones, and compiled and distributed all material prior to the meetings.
- Facilitated conversations and monitored action items to steer the Council and keep its committees moving forward to meet established goals. Strategized with members to establish Council initiatives and goals.
- Was responsible for the development of minutes. Maintained a database of all Council and committee minutes.

Relationships with relevant organizations

- Established and maintained relations with domestic and international entities, including DICOM, IEC, IHE, ANSI, ISO, as well as various biomedical professional societies and federal agencies including ASTRO, APS, SPIE, RSNA, NIH/NCI, EFOMP, and IAEA.
- Attended one domestic and two international meetings as the delegated Secretariat for DICOM Working Group 28.
- Identified and established relationships with industry members for committee participation and recruitment, with organizations for grant opportunities, and with contractors and consultants for technical writing/editing projects.

Customer Service Representative and Science Council Liaison February 2014 - December 2014 (11 months)

College Park, MD

Served as the Association's first point of contact with members, other customers and visitors and provided administrative support to staff and volunteers. Served as a staff liaison to the Science Council and its

committees, including the Therapy Physics Committee, Imaging Physics Committee, Research Committee, and Technology Assessment Committee.

Edgenuity Inc.

Assessment Editor and Writer

November 2012 - September 2013 (11 months)

Remote

Proofread and reviewed science curriculum and content for adherence to institution and state assessment standards. Ensured continuity of instruction and pedagogy as well as style and formatting of assessments. Collaborated with cross-functional, matrix teams in the development of assessments using Microsoft SharePoint, Excel, and PowerPoint.

Notre Dame of Maryland University

Student Ambassador

August 2009 - June 2011 (1 year 11 months)

Baltimore, Maryland

Served as liaison to prospective students, their families, and other special guests of the university and supported the Admissions Department with the undergraduate admissions process.

Governor's Office of Community Initiatives

Policy Intern

October 2010 - December 2010 (3 months)

Baltimore, Maryland

Facilitated outreach from a governmental agency to university and community leaders with connections to the Asian Pacific community in Maryland. Created and edited letters, proclamations, and e-mails on behalf of the Governor. Researched and monitored relevant policy data for briefings and recorded meeting minutes.

FIRN (Foreign-Born Information and Referral Network)

Program Management Intern

February 2008 - February 2009 (1 year 1 month)

Columbia, Maryland

Supported the oversight of all processes of Club LEAP Youth Literacy Program. Was responsible for program record keeping including criminal background checks and program statistics.

Education

Notre Dame of Maryland University (NDM)

Bachelor of Arts (B.A.), Political Science · (2009 - 2011)

Graduated in the top 10% of class with Magna Cum Laude Distinction

1. Member, Pi Sigma Alpha, National Honor Society in Political Science, 2011- Present
2. Member, Phi Beta Delta International Honor Society, Spring 2010- Present
3. Member, Delta Epsilon Sigma, National Scholastic Honor Society, 2011- Present
4. Member, Psi Sigma Iota, National Honor Society for Foreign Languages, 2011- Present
5. Participant, Community Service Abroad Trip, Guatemala, January 2011
6. Delegate, Model Organization of American States, Spring 2010 & 2011

Howard Community College (HCC)

Associate of Arts (A.A.), General Studies · (2007 - 2009)

1. Vice-President of Service, Phi Theta Kappa, HCC, 2008-2009
2. Rouse Scholar, James W. Rouse Honors Program, 2007-2009
3. Member, Phi Theta Kappa, 2008-Present
4. Participant, Alternative Spring Service Break in Tennessee, Spring 2009
5. Participant, Language and Culture Immersion Study Abroad Trip, Cuernavaca, Mexico, Winter 2008
6. Participant, StarTalk (Presidential Initiative Program), 120 hours of Chinese study, Summer 2007

Awards

- ❖ Recipient, Endowed Scholarship, Transfer Scholarship, and Notre Dame Award, NDM, 2009-2011
- ❖ National Team Member, USA Today All-USA Academic Team, 2009
- ❖ New Century Scholar, Coca-Cola All-Maryland Academic Team, 2009
- ❖ Outstanding Volunteer, Howard County Public School System, 2008-2009
- ❖ Recipient, Full Scholarship, HCC, 2007-2009