



AI Training

DATE ISSUED

July 2026

 **Lead with AI**

This Certifies That

Kim Ploeg

Has Demonstrated Practical Expertise By Implementing
A Minimum Of Four AI Assistants.

Hereby Recognized As A

Qualified AI Leader

CONDUCTED BY

Phil Kirschner

TRANSFORMATION PARTNER, LEAD WITH AI

My AI Assistants ♡

1



Monthly Digest Editor

Combines and organizes information from several documents into a defined monthly digest format.

- ✓ Saves hours of formatting and compiling

2



Social Media Intern

Searches for top topics in global health over the previous week and suggests how the news is related to our department's research to draft a relevant social media post.

- ✓ Keeps our content timely, relevant, and impactful

Ideas
inspiration
impact ♡

3



Publication Tracker

Searches weekly for new publications from department faculty.

- ✓ Keeps us visible and informed

☆ I set the direction.
They handle the heavy lifting.
Together, we get more done. ♡

4



Invoice Drafter

Uses spreadsheets and template information to draft monthly invoices.

- ✓ Accurate, consistent, and on time

5



Creative Assistant

Helps draft promotional flyers and images for weekly seminar series with relevant information.

- ✓ Professional, on-brand materials—fast

6



Inbox Organizer

Organizes emails and flags priorities.

- ✓ Focus on what matters most

Details
matter.
People
matter
most. ♡



KIM ♡

Orchestrator. Editor. Connector.
Human-in-the-Loop.

What this gives me back: ♡



More time for
people and
relationships



More space for
deep thinking
and learning



More energy for
strategic and
meaningful work



More impact for
our department
and community



More balance
and well-being

HARVARD
T.H. CHAN
SCHOOL OF
PUBLIC HEALTH