

## Work Experience

June 2018-Present San Diego, CA

San Diego Sexual Medicine

### **Clinical Trial Recruitment Specialist**

- Conduct pre-screen scripts with subjects on the phone or in person; professionally and as approved by the IRB and FDA by way of protocol, training from site-initiation visits, and study team training.
- Complete recruitment reports & teleconferences as required and communicate important recruitment information to the sponsors, pharmaceutical companies, study monitors, & internal clinical team.
- Develop recruitment plans to engage specific subject populations.
- Scribe for the lead physician during clinical appointments.

May 2016-June 2018 San Diego, CA

McGregor & Associates, Inc. (a Gallagher Benefit Services Company)

### **Wellness Coordinator/Administrative Coordinator/Front Desk Receptionist**

- Develop and implement customized health promotion programs for 63 school districts
- Manage resources, promotional campaigns, challenges, and evaluations
- Coordinate and plan meetings and special events while managing third party vendors and insurance carriers
- Attend meetings with VEBA Board, Superintendents, and other wellness committee members

March 2016-May 2016 San Diego, CA

Clearview Eye and Laser Medical Center

### **Front Desk Receptionist**

- Check in patients, schedule appointments, and answer any questions regarding lasik and any other surgeries the firm performs.
- Locate and prepare all medical charts with the appropriate medical forms and billing forms for daily clinical and surgery appointments.
- Answer telephones and answer any questions regarding new patient lasik consultations, surgery pricing, surgery day processing, etc.
- Enter and determine patient insurance eligibility requests using an electronic medical record system.

July 2015-March 2016 San Diego, CA

Healthport at the UCSD Medical Center

### **Release of Information Specialist I**

- Release medical records for continuing care to patients, health care providers, insurance companies, law firms and other entities.
- Protect the patient's right to privacy by ensuring that only authorized individuals have access to the patient's medical information and that all releases of information are in compliance with the request, authorization, company and hospital policy and HIPAA regulations.
- Answer telephone calls to inform callers about the hospital's policy for requesting medical records, update callers on the status of their requests and inform callers of the location of our department.

June 2012-May 2015                      Fresno, CA

The Law Offices of Nuttall & Coleman

**File Clerk**

- File and serve legal motions and miscellaneous documents with all courts in Fresno, Madera, Merced, Tulare and Kings Counties.
- Assist paralegals and bookkeeper draft legal client correspondence and prepare billing statements by tracking all outstanding costs and balances with trust ledgers.
- Process customer payments and deposit payments in three local banks, as well as run any other daily necessary office errands.
- Fill in for office receptionist answering a multi-line phone system, providing customer service to clients, conduct new client intakes for attorneys and perform any additional front desk duties.
- Accomplish organization of client, vendor, and banking files using paper and electronic filing systems.

Aug 2009-June 2012                      Fresno, CA

California Teaching Fellows Foundation

**After School Tutor at Roosevelt Elementary/Central East High School**

- Provide a safe and healthy extended learning environment for students' grades elementary through high school.
- Mentor and assist students with homework.
- Manage daily enrichment activities that promote students' social and intellectual development correlated to the state academic standards.
- Help students develop study skills and organization techniques to help improve their academic performance.

Education

Hilltop High School                      Chula Vista, CA

Fresno City College                      Fresno, CA

Fresno State University                      Fresno, CA

Awards/  
Accomplishments

- Received a Bachelor's Degree in Public Health Administration in May 2015.

Personal Attributes

- Honest & Trustworthy
- Deals with the public in a positive, courteous, and respectful manner
- Possess cultural awareness and sensitivity
- Exceptional time management, attention to detail, and problem-solving skills

Professional  
References

Kat Alexander, Wellness Consultant for San Diego Unified School District  
(310) 985-0936

Diane Pacheco, HR Manager at McGregor & Associates, Inc.  
(619) 961-2050

Melissa Barrett, Bookkeeper at Nuttall & Coleman  
(559) 392-8820