



Ana Mezynski, MAA

S-SPIRE Office Administrator 3, Stanford-Surgery Policy Improvement Research and Education Center

Bio

BIO

With over twenty years at Stanford University, Ana Mezynski continues to thrive as a valued member of the Cardinal at Work community. Currently serving as the Research Office Administrator 3 for the Stanford-Surgery Policy Improvement Research and Education (S-SPIRE) Center, Ana plays a pivotal role in the daily operations of the Center. Her responsibilities include onboarding faculty and postdoctoral researchers, managing finances and facilities, and organizing educational workshops.

Ana brings deep ability in a range of administrative systems and platforms, including Oracle, Qualtrics, Site Improve, and Microsoft Office. She is also trained in Adobe Experience Manager (AEM) and contributes to the Center's online presence as a website developer. In her role, she supports Center Director Dr. Arden Morris and is continually expanding her capabilities in web and print design, and project management.

Ana's contributions extend beyond administration. She is a co-author of the research publication "Lost in translation: informed consent in the medical mission setting," published in the Surgery Journal. Her work on this project included transcription, Spanish-to-English translation, and data preparation—proving her multifaceted skill set and commitment to research integrity.

In recognition of her exceptional service, Ana received the Anne G. Crowe Spirit Award in 2017, a prestigious honor acknowledging her dedication to the mission and vision of Stanford's School of Medicine. She holds a Certificate in Research Administration from Stanford University and a Diploma in Medical Administration from Bryman College.

CURRENT ROLE AT STANFORD

Working closely with the Center Director and the Vice-Chair of Clinical Research, I provide comprehensive administrative and operational support across multiple areas, including:

- Website Development: Design, update, and maintain the Center's website using Adobe Experience Manager (AEM).
- Facilities Management: Oversee space planning, maintenance requests, and office logistics.
- Financial Administration: Manage budgets, process transactions through iProcurement, SU Expense, and PCard systems.
- Postdoctoral Affairs & Visa Processes: Support onboarding, visa coordination, and administrative needs for postdoctoral scholars.
- Academic & Faculty Affairs: Assist with faculty appointments, reappointments, and coordination with Stanford's academic offices.
- Quarterly Reporting: Compile and submit detailed program and activity reports.

- Event Planning & Coordination: Organize and execute key Center events including the Mixed Methods Research Workshop, Postdoctoral Bootcamp Sessions, Work In Progress Sessions, NVivo Software Training, Grant Writing Workshop Training.
- Grants Administration: Provide administrative support for grant preparation and document coordination.

HONORS AND AWARDS

- Ann G. Crowe Spirit Award, Stanford University, School of Medicine. (2017)

EDUCATION AND CERTIFICATIONS

- Research Administration, Stanford University , Administration (2013)
- Healthcare Administration, Bryman College , Administration (2004)

SERVICE, VOLUNTEER, AND COMMUNITY WORK

- Emergency Response Team Member, Stanford Medicine (July 31, 2017)
- CPR & First Aid Certified (9/14/2023 - 9/13/2025)
- "Lean Restart: Identifying Pain Points and Improving Workflows/Processes" Team Member (11/1/2023 - 3/20/2024)

LINKS

- "Lost In Translation: Inform Consent": <https://surgery.stanford.edu/news/admin-translation-author.html>

Publications

PUBLICATIONS

- **Lost in translation: Informed consent in the medical mission setting.** *Surgery*
Sceats, L. A., Morris, A. M., Narayan, R. R., Mezynski, A., Woo, R. K., Yang, G. P.
2018

PRESENTATIONS

- "The Move: S-SPIRE Edition" (5/24/2021)