

Stanford



Danielle Osburg

Administrative Coordinator, Stanford Laboratory for Cell and Gene Medicine

SUPERVISORS

- Kathryn Melsop

Bio

BIO

Prior to joining Stanford, I was a Skilled Nursing Authorization Specialist and Quality Program Assistant at Kaiser Permanente. These roles involved data mining, database maintenance and creation, statistical and financial reporting, document creation, Medicare & HMO billing approvals, project management and medical supply procurement. A large part of my 14 years at Kaiser was spent on developing and fostering strategic quality processes to improve patient care and experience. I have over twenty-years of experience in championing compliance and best practice guidelines, program support, project management, procurement, bringing innovative and strategic solutions to the table, and business finance.

Throughout my career I have learned what my strengths are and how to leverage them to foster a positive environment and further the company mission. Helping teams thrive through strategic initiatives that showcase a positive, quality driven, DEI culture is something I care deeply about. I have over twenty years of experience in finding innovative solutions, galvanizing teams, inspiring change, developing sustainable strategies and nurturing collaboration. Being resourceful, futuristic and efficient are skills I pride myself on.

CURRENT ROLE AT STANFORD

At the Laboratory for Cell and Gene Medicine (LCGM), I provide operational support:

- Implement and monitor all HR functions including recruitment, hiring, transitions, promotions and terminations.
- Construct and ensure unit policies align with University, Department and Division initiatives, policies and guidelines.
- Manage and promote positive culture and candidate/staff experience through surveys, communication, continuing education and training across multiple platforms.
- Develop, lead, and engage stakeholders in process improvement procedures and initiatives that further promote the lab goals and mission.

LINKS

- LCGM Website: <http://med.stanford.edu/lcgm.html>