



Ana Mezynski

S-SPIRE Research Administrator 3, Postdoctoral/Academic Affairs, Health Services Research Unit

Bio

BIO

After a decade at Stanford University, Ana Mezynski is happier than ever as a Cardinal At Work. As a Research Administrator 3 for S-SPIRE, she currently assists with the daily tasks of running the office including the onboarding of faculty and postdoctoral researchers, managing finances and facilities, and planning educational workshops. Through her experiences, she has become proficient with a myriad of administrative applications including Epic, Oracle, Qualtrics, and Microsoft Office. As a website developer, she is a guru in Adobe Experience Manager (AEM) Software. She also supports Center Director Dr. Arden Morris and is actively increasing her skill set to include web and print design.

In addition to her office management duties, Ana recently became a published author for her contributions to the research project "Lost in translation: informed consent in the medical mission setting", which was accepted by the journal Surgery. As a certified transcriber, Ana assisted with the transcription of interviews in addition to translation from Spanish to English and data preparation.

In 2017, Ana received the Anne G. Crowe Spirit Award in recognition of her outstanding contributions to the mission and vision of the School of Medicine. She holds a certificate in research administration from Stanford University, a diploma in Medical Administration from Bryman College, and is currently pursuing a degree in business.

CURRENT ROLE AT STANFORD

Working with Director and Vice-Chair of Clinical Research in The Stanford-Surgery Policy Improvement Research and Education (S-SPIRE) Center at Stanford University School of Medicine.

- Website development
- Facilities
- Finance: Budgets
- iProcurement, SU Expense, Peard
- Postdoctoral Affairs/ Visa Process
- Academic & Faculty Affairs
- Quarterly reporting
- Event's organizer: Mixed Methods Research Workshop, PD Bootcamp Sessions, Work In Progress Sessions, NVivo Software Training, Writing Workshop Training.
- Grant preparation and submission assistance
- Qualtrics

HONORS AND AWARDS

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

EDUCATION AND CERTIFICATIONS

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

SERVICE, VOLUNTEER, AND COMMUNITY WORK

- Emergency Response Team Member, Stanford Medicine (July 31, 2017)

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