



Ana Mezynski

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

Bio

BIO

For over fifteen years at Stanford University, Ana Mezynski is happier than ever as a Cardinal At Work. As the Research Office Administrator 3 for the S-SPIRE Center, 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 has been trained 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 and a diploma in Medical Administration from Bryman College.

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, Pcard
- 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)
- 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)