

Candidate ID: 59241
Title: IVF Coordinator
Location: New York, USA

Summary

Experienced science researcher and IVF Coordinator with over 6 years in healthcare and fertility. Skilled in logistics coordination, patient education, and employee training. Committed to providing high-quality, compassionate patient care with a focus on fertility services. Fluent in Spanish and knowledgeable in standard operating procedures to enhance workflow efficiency.

Professional Experience

Healthcare Facility - Reproductive Health Division

Lead IVF Coordinator

2021 - Present

- Managed logistics for over 30 monthly patients, including financial clearance, legal consents, medication orders, and appointments.
- Developed Standard Operating Procedures (SOPs) to streamline workflow, improve efficiency, and ensure uniform performance.
- Collaborated cross-departmentally and with external organizations to coordinate patient IVF preparation, handling 30-35+ cases monthly.
- Oversaw the IVF progress of multiple teams to ensure timely preparation, providing concierge service to patients.
- Led departmental meetings to strategize improvements, optimize team resources, and promote fertility services to various communities.
- Worked closely with IT and clinical leadership to enhance the department's electronic medical records system.
- Reported on team outcomes to monitor patient intake growth and logistical progress.
- Coached and mentored new staff, creating training materials and educational resources for patients.

Healthcare Facility - Reproductive Health Division

IVF Coordinator and Trainer

2020 - 2021

IVF Coordinator

2018 - 2020

Greater New York Area, NY, USA

- Assisted in restructuring the training process and developed a comprehensive training manual.
 - Managed training programs for new IVF coordinators across multiple clinic locations, coaching them through complex cases.
 - Collaborated with senior leadership to improve training programs and manuals.
 - Guided new hires on company values, SOPs, and systems, enhancing problem-solving, risk assessment, and communication skills.
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Education

University

Master of Science in Cell and Molecular Biology

Graduated 2017

Greater San Francisco Area, CA, USA

Certifications

- IVF Coordination Training
 - Healthcare Logistics Management
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Skills

- IVF and fertility patient education
 - Logistics coordination and patient care
 - Training and mentorship
 - Workflow improvement and SOP development
 - Electronic medical records (EMR) systems
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Languages

- English (Fluent)
 - Spanish (Fluent)
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Professional Memberships

- National Association of Reproductive Health Professionals
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Areas of Interest

- Fertility and reproductive health advancements
- Patient care and counseling in fertility treatments

Publications & Research

- Co-authored research on reproductive health published in prominent scientific journals (details available upon request).

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