**Stephanie Martínez**

**3393 S. Glencoe St.**

**Denver, CO**

**80222**

**303-550-0653**

[stephanie.g.martinez@cuanschutz.edu](mailto:stephanie.g.martinez@cuanschutz.edu)

**Summary Qualifications**

* Multi-tasker
* Highly motivated and organized
* Service oriented
* Traveling experience
* Proficient in Microsoft Office (PowerPoint, Word and Excel)
* Proven experience with administrative skills
* Proven experience with healthcare
* Proven experience with REDCap, OnCore and BC Platforms
* Proven experience with PCR, QPCR, Western Blotting
* Knowledge of immunofluorescence, confocal microscopy
* Knowledge of stem cells and regenerative medicine
* Knowledge of molecular drivers in prostate cancer stem cells and metabolic pathways
* Bilingual: English and Spanish

# Education

**Universitat de Barcelona**

## Faculty of Medicine and Health Sciences

Barcelona, Spain

September 2019- July 2020

Master’s Degree in Biomedicine, Basic and Translational Research in Cancer

## Regis University

Denver, CO

2007-2011

Bachelor of Science in Biology

Minor in Spanish

**University of Colorado Denver**

Denver, CO

2013-2016

Non-degree

# Laboratory Research Experience

## WAESO

**Denver | Colorado, United States**

Undergraduate research with Dr. Surendra Mahapatro at Regis University

Biological Chemistry of Diazene

2009 Fall Semester

**Laboratory of Cell Signaling and Cancer**

## Institute for Molecular Biology Science Research Council (CSIC)

**Barcelona, Spain**

Research student for Master’s program academic year 2019-2020

Supervisor: Timothy M. Thomson, M.D., Ph.D.

Tasks:

PCR

QPCR

Western Blotting

January 2020-July 2020

# Professional Experience

## Regis University

**Denver | Colorado, United States**

*Work-study student & Assistant for Penny St. John*

Supervisor: Penny St. John, Executive Director of Alumni and Parent Relations at Regis University

Tasks:

Update and work with LinkedIn website

Assist and help out with school-related events

September 2009 to May 2010

## National Jewish Health

**Denver | Colorado, United States**

Research Assistant/ Coordinator for Emily Duggan

Supervisor: Emily Duggan, Lupus Research Coordinator/ Neuropsychology Research Tech

Tasks:

Organize patient’s files

Score psychological data

Perform data entry through REDCap program

Assist in patient visits

September 2011 to March 2012

## Cigna Health Care

**Greenwood Village | Colorado, United States**

*Hedis Administrative Assistant*

Supervisor: Jane Stephens, R.N.

Tasks:

Request and look over medical records

Perform data entry through Orion database

Work with Monique database, etc.

March 2012 to May 2012

## Denver Public Schools-Trevista at Horace Mann

**Denver | Colorado, United States**

*Secretary I/ Office Assistant*

Supervisor: Jesus Rodriguez, Principal

Tasks:

Schedule principal’s meetings, travel plans, billing, etc.

Operate office equipment and various district applications

September 2013 to June 2017

## Swedish Medical Center

**Englewood | Colorado, United States**

*Registrar and Patient Access Representative* Supervisor: Marie Nguyen, Patient Access Manager

Tasks:

Work in Radiology Department regularly

Answer phone and assist with daily operations of the main floor and ER

Maintain confidentiality with patients and staff

Complete accurate registrations, including completion of required consent for treatment and payer compliance forms

Perform pre-admission, insurance verification and certification, and data entry as assigned

June 2017 to June 2019

## Evolve Vacation Rental Homes

**Denver | Colorado, United States**

*Customer Service Representative*

Supervisor: Alyssa Malpede, Division Director at Robert Half

Tasks:

Deliver outstanding, friendly customer service in a timely fashion

- using G suite and all communication through Salesforce

March 2021 to July 2021

**University of Colorado Denver | Anschutz Medical Campus**

**Aurora | Colorado, United States**

*Research Services Professional*

Supervisor: Rachel Warren, Senior Research Clinical Coordinator

Tasks:

Assist with and oversee the day-to-day operations of clinical trials and studies

-Communicate to internal and external constituents using variety of modalities

-Assist with preparation of study reports and annual reviews

-Assist with all project-related meetings (scheduling, note-taking, agenda development, distribution)

-Contribute to the goals and objectives of Dr. David Schwartz’s research program

Oversee safety of research participants at all stages of study participation

Obtain study subject’s medical history and current medication information, reviews research protocol inclusion/exclusion criteria, and confirms eligibility of subject to participate in clinical trial or study

Perform informed consent process or ensures that the informed consent process has occurred, is properly documented, and that informed consent form documents are filed as required

Interview prospective subjects for a variety of research clinical studies. Educate potential subjects on the details of the studies through phone contacts and personal interviews

Schedule subject participation in research clinical trial or study, coordinating availability of necessary space, and clinical research support (e.g., physician, nurse practitioner, laboratory, radiology, pharmacy) and coordinate study tasks

Collect, code, and analyze data obtained from research in an accurate and timely manner

Biological sample collection, processing, and shipment

Develop organized methods for storage of biological samples

Accurately collect and record research data in REDCap, OnCore and BC Platforms databases

-Enter and update project team’s database

Adhere to research regulatory standards

-Follow institutional research policies and procedures

Collaborate with investigators and research staff at multiple sites to ensure study procedures are performed per protocol

Participate in subject recruitment efforts, including communicating with patients expressing an interest and all pre-screening/screening activities

Prepare and ensure that the necessary materials, supplies and equipment for studies are in stock and in working order

Independently master study materials, including but not limited to protocols, informed consent forms, and all other essential study documents for assigned studies

Assist Team Leads, Supervisors and/or management with creation and implementation of processes and procedures and quality improvement initiatives

Assist with Lung Tissue Explant collection procedures

-Collect and assist in lung donor retrieval

-Retrieve lung from transplant team

-Examine lung and cut for pathology

April 2022 to Present

# Volunteer Experience

## St. Anthony Hospital & Medical Center

**Denver | Colorado, United States**

Ambassador TSICU Waiting Area

June 2009 to July 2009

**Presbyterian St. Luke’s Medical Center**

**Denver | Colorado, United States**

RMHC Pediatric Intensive Care Unit Volunteer

January 2017 to June 2017

# Licenses and Certifications

## CorePower Yoga

Hot Yoga Teacher Training 200 Hour Certification Issued Date: 12/04/2011