

# KAREN L. PINEDA

Phone: (305) 987-1920 · [karenp9310@gmail.com](mailto:karenp9310@gmail.com)

## EDUCATION

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### Master of Public Health

July 2021

Florida International University, Robert Stempel College  
Concentration: Epidemiology

### Bachelor of Science in Biology

December 2016

Florida International University  
Minor: Chemistry

## WORK EXPERIENCE

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### Latino Commission on AIDS

March 2022- February 2023

Capacity Building Assistance (CBA) Specialist

- Responsible for maintaining interpersonal and collaborative relationships with health departments and HIV service organizations, as well as with diverse ethnic/racial communities.
- Provide technical assistance services at events, conferences, and other assigned activities.
- Facilitate skill-building sessions throughout the Southern US on topics related to HIV Testing and Prevention with HIV Negative Individuals through mentoring, and coaching sessions.
- Implement topic-based Institutes e.g. DEI (Diversity, Equity and Inclusion) that provide skills building, technical assistance to community based organizations and health departments.

### Center for Disease Control (CDC)- Loyal Source Government Services

April 2020- March 2022

Public Health Advisor Contractor

- Responsible for generating electronic and written records related to the public health risk assessment performed during the tertiary entry screening process.
- Providing information and guidance related to the prevention of infectious diseases.
- Assessing travelers' disease exposure risk by using CDC-developed guidance for establishing and identifying risk
- Data entry of illness report into the CDC Quarantine Activity Reporting System
- Communication with partners such as local/state health departments and federal agencies
- Assisted with training of onboarding new individuals on donning and doffing PPE.
- Documentation of partnership activity and distribution of educational material
- Responsible for the care of patients in isolation and monitoring of their symptoms and vital signs

### University of North Carolina School of Medicine at Chapel Hill

October 2020 – September 2021

Bilingual Soc/Clin Research Assistant

- Responsible for data entry, human specimen handling, community outreach and communication with other study personnel.
- Completed Research Phlebotomy training for specimen collection studies.
- Ensure all research complies with appropriate SOP's.
- Assist Principal Investigator and Research Coordinator with clinical research studies.
- Communication with Lupus and Rheumatoid Arthritis participants and follow up with current research participants.
- Date entry of human research subjects enrolled into Redcap and UNC Clinical Research Management System.
- Experience using Epic medical record system to screen potential patients.
- Consult with physicians on patient's eligibility to participate in clinical research study.
- Maintain and comply with all HIPPA compliance guidelines.

**University of Miami****August 2019- May 2020****Collections Representative**

- Motivated and guided customers to resolve debts and educated customers regarding available payment options.
- Met with appropriate managing staff regularly to discuss trends and departmental progress.
- Informed customers of outstanding debt via available communication formats.
- Maintained records of calls and payments.
- Researched, located, confirmed, and updated customers' contact information.

**Wexler Insurance Agency****October 2017- August 2019****Collections Specialist**

- Entered payment information, verified payment history, and reconciled account entries.
- Counseled insurers with delinquent accounts to ensure continuation of services.
- Compiled summary of accounts receivable payments and invoices
- Assembled financial spreadsheets by collecting, analyzing, and summarizing account information.

**United Homecare****August 2016- October 2017****Staffing Coordinator of Home Health**

- Assigned appropriate staff to provide services to the clients of the agency and logged time sheets.
- Reported any claim of injury/accident regarding employee and/or client.
- Coordinated with case management staff regarding new and ongoing case.
- Coordinated all Service Authorizations received for services.
- Maintained regular client contact concerning schedules and schedule changes and promoted client satisfaction.
- Completed all records and reports for Home Care Workers
- Maintained program's statistical data and records as required.

**VOLUNTEER EXPERIENCE****SPARK-C COVID-19****March 2020- May 2020**

- Informed eligible participants of the objectives of the study
- Maintained database with research information.
- Entered medical history into redcap as well as informed consent forms.
- Followed up with participants to inform of test results and next steps.
- Participated in weekly calls with principal investigators to discuss solutions to barriers and challenges.
- Responsible of scheduling clinical visits and patient care follow up at clinical sites.

**West Kendall Health Fair****February 2020**

- Initial Health Assessment Volunteer, Miami, FL

**Florida Department of Health****March 2019- May 2019**

- Completed HIV Peer Educator certification
- Educated members of community on safe sex practices as well as resources available.
- Distributed educational material and contraceptive devices.
- Provided intake forms for patients requesting screening of Sexually Transmitted Diseases

**No More Broken Hearts – Domestic Violence Workshop****February 2019 & February 2020**

- Community Outreach Volunteer, Miami, FL

**SKILLS AND AWARDS**

- Fluent in English and Spanish
- Research Phlebotomy training completed at UNC.
- Greg Alexander Outstanding Student Paper in Maternal and Child Health Session- November 2019