Mark M. Ghoprial

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(661) 904-0836   3351 VINTON AVE #12, LA, CA

CAREER HISTORY

UCLA Health System, Los Angeles, CA   09/2016-6/2019

Administrative Assistant

- Supported twelve physicians including two directors and one division chief
- Created case reports for pathologists
- Office work: generated reimbursement forms, calendaring and scheduling for all seven physicians, planned organized and attended meetings with physicians, directors and associates
- Created procedure workbooks for new employees and worked on special projects
- Held the highest number of supported physicians in the department of pathology

UCLA Health System, Los Angeles, CA   09/2015-09/2016

Administrative Assistant: Administrative Float Pool

- Supported the Chief of Neuropathology, three physicians and laboratory
- Worked with chief to select clinical candidates for research positions
- Accessioned referral cases using Epic/ Care-Connect software
- In charge of book keeping and storage maintenance
- Provided basic IT support for department

Valley Presbyterian Hospital, Van Nuys, CA   10/2014-09/2015

ER Patient Access Representative

- Worked in Fast Track and the Main Emergency Room; learned patient admitting system for both sectors
- Worked with triage nurses to take in patients into ER
- Registered patients by contacting and verifying health insurance and entering patient demographics

Valley Presbyterian Hospital, Van Nuys, CA   Fall 2014

Information System Intern
- Used BMC ticketing system to target reoccurring issues in hospital
- Restructured password system for physicians
- Attended C suite management meetings

ACADEMIC HISTORY

University of California, Los Angeles   Summer 2019
- Full Stack Coding Boot Camp
- Learned html, css, javascript and database structures

California State University, Northridge   Fall 2014
- Bachelor of Science in Health Administration
- Course work included leadership and management skills, health system components, and delivery of healthcare, Epidemiology and biostatistics

PROFESSIONAL SKILLS

- International and local client management/client relationship
- Deadline management
- Conflict resolution
- Change management
- Staff and resource management
- Excellent IT skills and knowledge
- Expert at becoming the focal point for communication

SOFTWARE PROFICIENCIES

- Javascript
- Microsoft Office Suite
- EPIC
- Meditech

PERSONAL ATTRIBUTES

- Detail and solution orientated
- Flexible, adaptable, positive
- Strong negotiating skills
- Ability to continuously meet targets and surpass expectations
- "can do" attitude

HOBBIES

- Write, record and perform original music
- Coding
- Performed comedic sets
- Gardening
- Scuba diving/ ocean reserve

References Upon Request