Lina Berrio

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Registered Nurse in the Emergency Department at Fountain Valley Regional Hospital and Medical Center

Lakewood, California, United StatesHospital & Health Care

Previous positions

Administrative Analyst, Intern at VA Long Beach Healthcare System

Administrative Analyst at UCLA Health System

Education

Mount Saint Mary's University, Bachelor of Science - BS, Nursing

Background

Summary

A graduate of nursing with over ten years in a health care management setting with experience coordinating patient care, research operations, outreach, clinical administrative management, human resource functions, performance improvement, logistical planning, office management, quality assurance/compliance, electronic records systems and patient advocacy.

Experience

Registered Nurse Emergency Department

Fountain Valley Regional Hospital and Medical Center

October 2018 – Present(1 year 3 months)

Administrative Analyst, Intern

VA Long Beach Healthcare System

November 2016 – April 2017(5 months)Long Beach

• Developed operating instructions for 25 clinical departments in medical center

• Established administrative clinical protocols for continuity of care

• Investigated gaps in patient appointment process and made recommendations

• Tracked patient complaints regarding waiting times and appointment booking

Administrative Analyst

UCLA Health System

January 2012 – July 2013(1 year 6 months)Westwood, california

• Provided research assistance for the Welcome Back Veterans/UCLA Family Resiliency Center, a McCormick Foundation funded project at the, UCLA Semel Institute.

• Directed and managed the recruitment, screening and enrollment of eligible families

• Updated recruitment, eligibility & enrollment plan based on data from community assessments

• Maintained tracking and reporting system for compiling monthly reports

• Served as the primary liaison between mental health personnel, community agencies and staff to meet to needs of families

• Assisted management in program planning/preparation of budget and grant application using assessment data

Drug Demand Reduction Administrative Manager

Air Force Reserve

April 2007 – July 2010(3 years 3 months)March Air Force Base, California

•Managed and administrated the drug reduction program

•Tracked and monitored statistical data and provided analytical reports to leadership on a monthly basis

•Created community awareness program for local elementary schools

•Supported clinical personnel with processing annual health physicals

•Ensured compliance with healthcare regulations for bi-annual health inspections

•Created annual expense summary in compliance with allocated budget allowance

Office Manager

Roll Global

July 2008 – June 2010(1 year 11 months)Los Angeles, California

Clinic Administrative Operations Manager/Patient Care Coordinator

United States Air Force

April 2005 – April 2007(2 years)Osan Air Force Base, South Korea

• Single-handedly managed administrative functions for a medical clinic

• Created schedules and templates for physicians and medical appointments

• Verified patient information and processed referrals for continuity of care

• Responsible for structuring and managing peer review committee

• Planned, coordinated, and distributed pertinent health information for upper management reports

• Member of medical control center operations during emergency and readiness exercises

• Mapped health care capacities during emergency exercise operation

Performance Improvement/Customer Relations/Patient Advocacy

United States Air Force

March 2003 – March 2005(2 years)Pordenone Area, Italy

• Managed patient/customer relations as assistant patient advocate

• Resolved/responded to patient care concerns through qualitative and quantitative methods

• Ensured compliance with government/healthcare standards for JCAHO survey

• Developed/maintained orientation and HIPAA training to all employees

• Provided statistical reports to executive management on status of program

• Arranged patient care and transport from overseas location to the United States

• Tracked HIPAA disclosure violations and resolved operational discrepancies

Health Care Administrator

United States Air Force

August 1997 – February 2003(5 years 6 months)Travis Air Force Base, California

• Performed and directed patient management functions.

• Interpreted communications, directives, and publications.

• Coordinated release of information functions.

• Prepared, filed, transfered, and retired health records.

• Transcribed physicians' orders and prepared requests for diagnostic tests, consultations, and referrals.

Education

Mount Saint Mary's University

Bachelor of Science - BS, Nursing

2017 – 2018

Mount Saint Mary's University

The University of Queensland

Master, International Public Health

2010 – 2011

The University of Queensland

Activities and Societies

• Founding member/participant creating social and academic opportunities on newly developed committee

• Coordinated discussions and workshops to facilitate professional growth for students and alumni

• Arranged fundraising events for students and staff

• Developed appropriate pre-orientation activities designed to acclimate new students

• Assisted with coordination of orientation day events

• Reviewed and updated materials to ensure timely and relevant information was available for students

American Public University System

BS, Sports and Health Science

2004 – 2008

American Public University System

Languages

Spanish

Skills & Expertise

Event Planning

Training

Leadership

Project Management

Nonprofits

Team Leadership

Microsoft Excel

Public Speaking

Microsoft Office

Community Outreach

Program Management

Budgets

PowerPoint

Research

Non-profits

Editing

Project Planning

Team Building

Outlook

Healthcare

Social Media

Microsoft Word

Security Clearance

Human Resources

Recruiting