

Application Form

L. Hall 4/11
Submit Date: Apr 06, 2022
Wants ES seat

Profile

Elizabeth
First Name

E
Middle Initial

Ramirez
Last Name

803 Lone Oak Dr
Home Address

State - All

Richmond
City

CA
State

94806
Postal Code

(415) 877-1111
Primary Phone

elizabeth.ramirez19@gmail.com
Email Address

District Locator Tool

Resident of Supervisorial District:

None Selected

UCSF
Employer

Hospital Assistant
Job Title

Length of Employment

20

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

1 year

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Hazardous Materials Commission: Submitted

Elizabeth E Ramirez

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

City College of San Francisco

Degree Type / Course of Study / Major

Certificate

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Elizabeth E Ramirez

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

As a new resident of Richmond CA . I am eager to learn about how hazardous materials can affect our well being and also be part of the solution to make our environment a safer place. For the past 15 years I have been working in the medical field and anything related to health intrigues me.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Please see resume

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

I work Mon- Friday in SF 7-4 but can take time off to attend meetings I

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

Elizabeth E Ramirez

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:
.....

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:
.....

List any volunteer or community experience, including any advisory boards on which you have served.
.....

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)
.....

Yes No

If Yes, please identify the nature of the relationship:
.....

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?
.....

Yes No

If Yes, please identify the nature of the relationship:
.....

Please Agree with the Following Statement

.....

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.
.....

I Agree

Important Information

Elizabeth E Ramirez

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Elizabeth Ramirez

[REDACTED]
[REDACTED]
[REDACTED]

Objective

Eager, hardworking individual looking for a position utilizing abilities acquired through my education and work experience with an opportunity for growth.

Profile

Strong customer service with the ability to diffuse difficult situations. Excellent administrative and communication skills. Excels at multitasking with attention to detail in a fast paced environment. Superior telephone and computer skills with proficiency in MS Word, Excel Outlook, and PowerPoint.

Flexible and versatile, able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

Relevant Skills and Qualifications

- Medical Terminology
- Laboratory & Ancillary testing
- First Aide, BLS & CPR Certification
- Knowledge of CPT & ICD-9 Codes
- Billing & Coding
- Data Entry 75 WMP
- Computer Savvy
- EKG's
- Customer Service
- Knowledge of EMR Software
- Appointment Management
- Ability to work independently or with others
- Bi-lingual in Spanish
(oral and written)

Professional Experience

UCSF/Radiation Oncology

Medical Assistant April 2014-Present

- Trained all new medical assistant staff to adhere to proper policies and procedures
- Managed inventory of medical supplies
- Overlook the clinic flow for an efficient, well-run operation paying attention to room utilization, wait times and provider productivity.
- Created a successful medical assistant role within the department
- Demonstrated the ability and skills to work remotely

Linda Mar Care Center | Pacifica, CA

Medical Records

Collect and analyze data to detect deficiencies, non-compliance with laws, regulations, and management policies

- Prepare detailed reports on audit findings
- Handle several aspects of medical information from updating and filling medical records
- Organize and manage patient's health information data
- Verify accuracy and accessibility of files
- Ensure all files are secure and properly filled out
- Communicate with physicians and other healthcare professionals to clarify diagnosis or to obtain additional information
- Maintain electronic health records (EHR) databases
- Review patient records and laboratory reports

Wave Crest Medicine | Daly City, CA

Certified Medical Assistant

- Provide back office support for an internal medicine practice. Performed various diagnostic and ancillary testing (e.g. EKG's, immunoassays, chemistry analysis, and hematology)
- Demonstrated ability to communicate effectively and clearly (both written and oral)
- Administered injections (TB skin testing, flu vaccines, vitamin B-12)
- Ensured cleanliness, sanitation and maintenance of all exam rooms and equipment
- Prepared samples for laboratory analysis and filed laboratory reports. Communicated laboratory results to patients
- Ensured compliance with HIPAA, OSHA, and CLIA regulations
- Performed office and clerical functions as needed (e.g. answer phones, appointment scheduling, patient registration, and data processing, faxing and scanning documents to EHR)
- Helped implement practice's quality assurance and control program
- Reacted calmly and effectively in emergencies, and added the personal, caring touch that immediately puts patients at ease

Bay Area Digestive Health | Daly City, CA

Certified Medical Assistant

- Assist with all aspects of medical treatment in a gastro-enterology office. Schedule outpatient procedures (e.g.; colonoscopies, endoscopies, and liver biopsies)
- Educate patients with pre-op and post-op surgical care
- Created and executed numerous projects using Excel and PowerPoint
- Answered a multi-line phone system and triage calls accordingly
- Ensure patient files prepared efficiently for medical providers
- Patient processing and data entry
- Obtain authorization from insurances for diagnostic testing and medications
- Called insurance companies for benefit information and provided patients with financial agreements
- Responsible for all logs being in HIPAA compliance Insurance Billing and Coding
- Translator for the Spanish-speaking patients
- Provided support for the back office when needed

UCSF Arthritis Center - Kelly Services | San Francisco, CA

Certified Medical Assistant

- Served as a key member, of interdisciplinary healthcare team, for a busy medical practice Assist six MD's as well as a PA team in ensuring optimal patient care and smooth daily functioning of office
- Answered phones, scheduled appointments, maintained medical records within HIPAA compliance
- Ensure room set-up, transition, and turnover efficiently according to infection control protocol in a timely manner

- Record vital signs and patient's current medication
- Sanitation and maintenance of all exam rooms and equipment
- Blood draw and specimen collection
- Ensure compliance with HIPPA, CLIO, OSHA, and JCAHO

UCSF CANCER CENTER – Kelly Services | San Francisco, CA

Certified Medical Assistant | [https://www.linkedin.com/company/kelly-services/](#)

- Room patients, blood draws, and specimen collection to send to laboratory
- Assist with office procedures such as vulvar biopsies and colposcopies
- Provide impeccable customer service
- Aseptic techniques, sanitation, and autoclave of instruments
- Provided impeccable customer service
- Patient scheduling for busy office averaging 60 patients daily
- Compliance with all healthcare facility, HMO, and insurance requirements
- Prepare presentation of weekly tumor board

Family Podiatry Center | San Francisco, CA

Certified Medical Assistant | [https://www.linkedin.com/company/family-podiatry-center/](#)

- Check in and Check out patients, schedule appointments, schedule outpatient surgeries
- Educate patients on pre-op and post-op surgical care
- Obtain authorization for surgeries; prepare reports to be send to claims adjuster for **Worker's Compensation** and **Private Injury Cases**
- Strapping, casting, wound dressing and suture removal
- Assist with office procedures such as hammertoes and removal of ingrown toenails
- Pre-op and Post-op surgical care

Medicus Multispecialty Group | San Francisco, CA

Certified Medical Assistant | [https://www.linkedin.com/company/medicus-multispecialty-group/](#)

- Worked with a multi-disciplinary team supporting the delivery of primary medical services in a **community** health setting
- Responsible for patient intake, preparation of laboratory specimens
- Assisted medical providers, kept patient flow
- Vaccine, injections, EKG, clean/prep exam rooms and related tasks
- Essential functions- prepare exam rooms before and after patient examinations according to **clinic infection control**
- Intake, record medical histories and performed client assessment
- Perform immunization and basic in-clinic lab tests (e.g: urinalysis, pregnancy test, and glucose level tests)
- Perform EKG's, ear lavage, and other tests as necessary
- Clean, sterilize and stock clinic instruments
- Provide patient education and information as instructed by clinic practitioners and clinic protocols
- Provided backup for medical receptionist (financial eligibility, cashier, medical records, and telephone operator as needed)
- Perform other duties as assigned by the Back Office Supervisor

CUSTOMER SERVICE SKILLS

- Successful in dealing with patients in a high-pressure environment
- Excellent interpersonal and communication skills
- Ability to manage multiple patients simultaneously
- Able to convey a positive friendly attitude in dealing with others
- React calmly and effectively in emergencies and add the personal caring touch that **immediately puts** patients at ease.
- Considerate of patient's welfare

- Adaptable to unexpected situations
- Ability to multi-task and juggle priorities with attention to detail
- Ability to represent a firm in a professional manner

Education

Bryman College -- San Francisco, CA

1993 Medical Assistant Diploma

- 4.0 GPA

Immaculate Conception Academy -- San Francisco, CA

1991 High School Diploma

- 4.0 GPA
- Honor Roll Society