

Katherine R Kononova

EDUCATION

2008 – 2012, A.T. Still University, School of Osteopathic Medicine in Arizona.
1995 - 1996, Mailman School of Public Health – Columbia University.
1998 - 2001, Autonomous University of Guadalajara, Medical Doctor.
1990 - 1994, University of Arizona, Bachelor of Arts Degree, Double Major in Spanish & Humanities, PreMed curriculum.
1989, Walla Walla University.

EMPLOYMENT

April 2023-May 2023, Arizona Clinical Trials/Arizona Liver Health.
• *Clinical Research Coordinator 2*

August 2016- December 2019, Desert Valley Christian School
• *Music Education Instructor (k-8)*

August 2016-December 2018, The Rising School
• *Spanish Instructor (9-12)*

July 2012-present, Katherine Kononova Private Piano Studio
•*Piano Instruction, Coaching and Accompanying.*

Oct. 15, 2007-June 15, 2008, Donau & Bolt Attorneys at Law (Criminal Law)
• *Legal Secretary/Assistant, Medical Paralegal: see job description below.*

Aug. 2007 – Oct. 2007, Southern Arizona Legal Aid, Inc.
• *Legal Secretary/Assistant, Medical Paralegal: attorney correspondence and mailings, calling clients, obtaining information and scheduling attorney appointments, meeting clients, copying, filing, ordering medical records, calling medical providers to follow-up on record requests, picking up attorney materials.*

Dec. 2005 – Nov. 2007, Aug. – Oct. 2005, Goering, Roberts, Rubin, Brogna, Enos & Treadwell-Rubin, P.D., Attorneys at Law (Defense Law)
• *Medical Paralegal: review and summarize medical records for ICA attorney.*
• *Receptionist: answering 10 phone lines, forwarding calls to attorneys, taking messages.*
• *Legal Assistant/Secretary: typing correspondence and memorandums from dictation, filing pleadings with Court, mailings, calling clients, taking phone messages for attorney, sending emails, copying correspondence and documents, filing.*

Feb. 2006 – Jan 2007, June – Dec. 2004, El Rio Community Health Center
• *Hepatitis C Clinical Coordinator: coordinating patient care while patients receive treatment for HCV, scheduling education classes, ordering additional diagnostic studies (biopsy, CT, MRI), submitting authorization to insurance, ordering medication from pharmacy distributor, administering medication at clinic, ordering blood work, providing all patient support.*

Feb. 1995 – July 1996, Memorial Sloan Kettering Cancer Center, IRB Office
• *Administrative Assistant: providing support to IRB office coordinator, typing, copying, filing, attending meetings, taking minutes, checking research protocol for patient protection and rights.*

1993-1994, UMC Respiratory Sciences Clinic
• *Medical Transcriptionist: typing from dictation physician notes for chart. □ Student Assistant: typing patient letters, copying, filing.*

CERTIFICATIONS

NASM Certified Nutrition Coach
NASM Certified Wellness Coach
Certified Professional Life Coach

TRAININGS

International Air Transport Association (IATA)
Good Clinical Practice (GCP)

VOLUNTEER

2010-2011, Big Brothers Big Sisters
2009-2010, Boys & Girls Clubs of America
2004-present, Desert Valley Seventh Day Adventist Church Music Ministry & Pianist/Organist ***SKILLS***

Extensive experience in the medical field.

Fluently bilingual: Spanish (read, speak, write).

Proficient in Microsoft Word for Windows, Excel, PowerPoint, Outlook, WordPerfect, Internet search engines, and electronic medical records.

PROFESSIONAL MEMBERSHIPS

Member: American Academy of Child and Adolescent Psychiatry, American Psychiatric Association, American College of Osteopathic Family Physicians, American Osteopathic Association, American Academy of Pediatrics.

REFERENCES: *available upon request.*