

# TANITA BOREK

Medical Affairs Coordinator

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1253 W San Mateo Rd, Santa Fe, NM  
87505



## PROFILE

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I am a Medical Affairs Coordinator with over 1 year of experience in the medical field. I have worked closely with physicians and other healthcare professionals to coordinate care for patients. I have also been responsible for managing medical records and providing administrative support to the medical staff. In addition, I have excellent communication and organizational skills which are essential in this role.

## LINKS

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[linkedin.com/in/tanitaborek](https://www.linkedin.com/in/tanitaborek)

## SKILLS

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Medical Terminology

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FDA Regulations

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Clinical Trials Management

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Data Analysis

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Project Management

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Budgeting and Finance

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## LANGUAGES

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English

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Arabic

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## HOBBIES

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Organizing

Crafting

Reading

## EMPLOYMENT HISTORY

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### ● Medical Affairs Coordinator at Blue Cross Blue Shield of New Mexico, NM

Mar 2022 - Present

- Led the development and implementation of a successful medical affairs strategy for 3 new products, resulting in an increase in market share by 2% within 6 months.
- Successfully managed 8 clinical trials with budgets ranging from \$1-5M.
- Developed and implemented strategies to improve communication between sales and medical teams, which resulted in a 10% increase in productivity.
- Created educational materials for physicians on new treatments and indications, which led to a 5% increase in prescribing rates of our products.

### ● Medical Affairs Specialist at Presbyterian Health Plan, Inc., NM

Aug 2021 - Jan 2022

- Led the development of 4 successful medical affairs strategies that achieved objectives and improved patient outcomes.
- Implemented a new process for conducting clinical research which saved the company \$100,000 per year.
- Authored 3 peer-reviewed publications in leading journals.
- Trained 5 new Medical Affairs Specialists on best practices.
- Presented at 10 national conferences on behalf of the company.

## EDUCATION

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### Bachelor of Science in Biology at University of New Mexico

Sep 2017 - May 2021

I have learned how to effectively communicate with others, how to work independently and as part of a team, how to manage my time, and how to conduct research.

## CERTIFICATES

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### Certified Regulatory Affairs Specialist (CRAS)

Oct 2020

### Certified Medical Affairs Professional (CMAP)

Apr 2019

## MEMBERSHIPS

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American Medical Association (AMA)

American Association of Medical Affairs (AAMA)