

TEXAS STATE VITA

I. Academic/Professional Background

A. Name: Sylvia Benitez

Title: Lecturer

Email: svb17@txstate.edu

B. Educational Background

<i>Degree</i>	<i>Year</i>	<i>University</i>	<i>Major</i>	<i>Thesis/Dissertation</i>
BSOE	2011	Wayland Baptist University	Business	
MAM	2013	Wayland Baptist University	Organizational Mgmt	
MHIM	2019	Texas State University	Health Information Mgmt	(Thesis)

C. University Experience

<i>Position</i>	<i>University</i>	<i>Dates</i>
HIIM Lecturer- Full Time	Texas State University	08/23- Present
HIIM Lecturer- Adjunct	Texas State University	08/14-08/23
HIIM Admin Asst II	Texas State University -Student Health Center	12/13-8/14

D. Relevant Professional Experience

<i>Position</i>	<i>Entity</i>	<i>Dates</i>
HR Director- Full Time	Heights Dermatology- Houston	07/19- Present

Responsibilities: Senior Executive overseeing all aspects related to Human Resources for twenty-one (21) dermatology clinics and one dermatological research institute, The Menter Dermatology Research institute in Dallas, including development of policies, planning, leading and developing activities of the staff and physicians, and ensuring legal compliance of federal, state, and local laws and regulations.

Security and Compliance Officer- Full Time Heights Dermatology 07/19- Present

Responsibilities: Prevention of data breaches and cyber-attacks for twenty- one (21) dermatology clinics and one dermatological research institute, The Menter Dermatology Research Institute in Dallas. Ensure all security requirements are met for the organization. Creation, training, and maintenance of policies and procedures pertaining to the organization's technical security and

safeguard standards. Conducting audits. Maintaining current and up to date knowledge of security trends and regulations. Identifying threats.

Clinic Administrator- Full Time Pain Care Physicians- Austin 09/14-11/16

Responsibilities: Senior Executive overseeing all aspects related to Human Resources including development of policies, planning, leading and developing activities of the staff and physicians, and ensuring legal compliance of federal, state, and local laws and regulations of a large pain care practice consisting of clinics in Austin, San Marcos and Bastrop.

Clinic Administrator- Full Time Jairo L. Bermudez MDPA 01/05-06/13

Responsibilities: Senior Executive overseeing all aspects related to day-to-day operations of an Internal Medicine private practice including development of policies, planning, leading and developing activities of the staff and physician. Ensuring legal compliance of federal, state, and local laws and regulations. Maintaining the physician's credentials.

Biller/Coder- Full Time Dr.'s Dolan, Bermudez, Galaviz 10/02-12/04

Responsibilities: Required attention to detail, accuracy and precise translation of medical procedures and diagnosis for insurance and billing purposes. Biller and coder for physicians practicing Internal Medicine and General Surgery. Maintaining of all physician's credentials.

E. Other Professional Credentials

Notary Public- State of Texas 2005- Present

Certified Dermatology Technician 2021- Present

CITI Certified- Social and Behavioral Research 2017- Present

II. TEACHING

A. Courses Taught:

HIM 2360 Medical Terminology

HIM 3367 Human Disease I

HIM 3368 Human Disease II

III. Scholarly/Creative

A. Texas State University- MHIM Thesis

IV. Service

A. Organizations

1. Professional: Current Memberships

American Health Information Management Association

International Federation of Health Information Management Association (IDC-11 Community of Practice Committee Member)

Society for Human Resource Management

Texas Health Information Management Association

Texas State Historical Association

1. University: Current Memberships

Texas State University Citizens Police Academy Alumni

Texas State University Hispanic Policy Network

Texas State University Latinas Unidas (Student Organization Faculty Advisor)

Texas State University System Public Art Program (Public Art Committee Member)

V. Languages

A. English- native

Spanish- fluent

American Sign Language