

Anahid Kalaydjian

Intake Coordinator / Intake Specialist (Transferable Experience)
Glendale, CA | 818-636-0514 | anokala@gmail.com

Professional Summary

Detail-oriented Intake Coordinator with healthcare and transferable experience across home health, hospice, and regulated client onboarding environments, including Synergy Home Health. Certified Surgical Technologist and Certified Nursing Assistant with current enrollment in a Registered Nursing (RN) program. Skilled in referral review, documentation accuracy, eligibility verification, scheduling coordination, and high-volume intake workflows. Strong background in compliance, confidentiality, and patient-centered communication. Well-suited for Home Health, Hospice, and Remote Intake roles.

Core Skills

Patient Intake & Referrals • Insurance & Eligibility Verification • Documentation Review • Scheduling Coordination • Compliance & Accuracy • EMR & Intake Systems (Transferable) • Provider, Patient & Family Communication • HIPAA Compliance • Remote Intake Support

Certifications & Education

Certified Surgical Technologist (CST)

Certified Nursing Assistant (CNA)

Registered Nursing (RN) Program – Currently Enrolled

Relevant Intake & Healthcare Experience

Intake Support / Healthcare Intake – Synergy Home Health

- Assisted with intake and referral processing for home health patients
- Reviewed clinical and intake documentation for completeness and accuracy prior to start of care
- Coordinated intake information between patients, families, providers, and internal teams
- Maintained confidentiality and compliance with healthcare regulations and HIPAA standards

Transferable Professional Experience

Client Service Specialist – East West Bank (Private Equity Division) | 02/2024 – 09/2024

- Managed high-volume client onboarding requiring strict documentation review and regulatory compliance
- Verified eligibility, maintained accurate records, and ensured data integrity across systems
- Served as first point of contact, providing professional communication and issue resolution
- Coordinated workflows between departments to ensure timely and accurate processing

Senior New Account Specialist II (Contract) – City National Bank | 08/2021 – 12/2022

- Reviewed and processed onboarding documentation for 200+ high-value accounts
- Conducted investigations to ensure eligibility, accuracy, and compliance with policies
- Supported remote operations while maintaining confidentiality and documentation standards

Education

High School Diploma – Glendale High School, Glendale, CA