Maria P. Arce

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Orange Ca 92868

[(714) 856-8261](tel:%28714%29%20856-8261)

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**OBJECTIVE**

I am looking for a position where my education and skills will be utilized. I desire a position that will offer me the potential for professional expansion and growth while attaining the goals of leadership and contribution to the firm that I am affiliated. Bilingual in English/Spanish.

**WORK EXPERIENCE**

**Great Destinations Manager: Trish 909-232-7151**

**Call Center Appointment Setter**

2018 – March 2019

Handled client inquiries, qualified clients for upgrades on their time share, handled all inbound and outbound calls, scheduled appointments, transferred potential clients to senior reps.

**Real Property Management Broker: Eric 714-899-2200**

**Leasing Agent**

2015 – 2018

In charge of answering all incoming calls regarding properties for lease, scheduled appointments and showed all properties. Inspection of properties as needed, strong customer service skills. Conducted open houses as needed.

**Luxre Realty Broker: Debra 949-275-6585**

**Real Estate Agent**

2006 – 2018

Organizing and conducting open houses, marketing to the public, servicing walk in clients, showing previews of houses, performing marketing analysis’ for clients, property management, selling houses, leasing properties and rentals. Recruiting Real Estate Agents into the business. Worked 1099

**Cardio Vascular Plus Supervisor: Terry 951-287-0894**

**Regional Manager**

11/2011 – 06/2016

Responsible for the scheduling, problem solving and interfacing with hospitals, technicians with regards to administration, and technical work. Answer calls from hospitals and assign technician as needed, schedule cases on calendar, confirm cases for next day, Setup company meetings, Schedule maintenance on medical equipment.

**Tustin Hearing Center Supervisor: Janelle** [**714-731-6549**](tel:714-731-6549)

**Medical Billing**

09/02-10/08

Responsibilities include processing of claims for three audiologist; knowledge of ICD-9 and CPT Codes. Enter patient information in computer, Insurance follow-up. Familiarity with all types of insurance. Front office duties include scheduling appointments, financial counseling, checking patients in and out. Also collect patient co-pays, verification of insurance benefits and obtaining necessary authorizations. Translate for Audiologist.

**EDUCATION**

Regional Occupational Program, Santa Ana, California Medical Assistant Certificate

St. Joseph hospital, Orange, California CPR Certified

Santa Ana High School, Santa Ana, California Graduated

Santiago Canyon College General Courses

Real Estate Courses

Real Estate License

**SKILLS**

Organized, efficient, exhibit good communication skills, friendly, exhibit great customer service, hardworking. Skills also include knowledge in Microsoft Word, Microsoft Excel, Computer Data Entry, Medical Terminology, Medical Billing, Typing, Customer Service.