

LUZ MEDINA

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EDUCATION

C.T. Bauer College of Business, University of Houston, Houston, Texas

Bachelor of Business Administration in Management Information Systems – December 2016

Program for Excellence in Selling – 2013

ACADEMIC PROJECTS

EastSide University Non-Profit - Project Management, Fall 2016

- Took on Business Analyst role in team project to find solutions for non-profit organization seeking to improve communication with its enrollees.

SQL Project, Spring 2016

- Wrote queries in SQL Developer to retrieve and display data gaining knowledge of basic SQL statements.

Relevant Coursework: Project Management, Systems Analysis and Design, Business Applications of Database Management, Transaction Processing I, Introduction to Java.

WORK EXPERIENCE

Office Manager

OptomEyes Vision, Sugar Land, TX

May 2011 – Present

- Transfer patient records from old system into new electronic health record system MaximEyes.
- Update patient records by entering new patient data at each visit.
- Schedule 10 to 20 appointments per work day utilizing MaximEyes software via phone.
- Trained 6 employees on electronic health record system and office policies and procedures.
- Maintain optometrist licenses up-to-date on a healthcare credentialing database for insurance purposes.
- Submit bi-weekly employee hours to payroll.
- Cut glasses lenses to specific patient measurements using in-office lens edger.
- Verify patient insurance benefits via phone, or internet and place several contact lens and glasses orders daily.
- Assist with patient exams including pre-testing, contact lens care, and frame selections.

ACTIVITIES

Technology Committee Member

MISSO – Management Information Systems Student Organization

Spring 2016 – Current

- Signed in members at events to track membership points.

SKILLS

Bilingual: Fluent in Spanish and English

Salesforce CRM system

Microsoft Office: Excel, Word, Visio