

CARLOS PICHARDO

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EDUCATION

General Assembly, New York, NY

Web Development Immersive, July 2014

NEW YORK UNIVERSITY, SCPS New York, NY

Web Development Certification, May 2013

COLUMBIA UNIVERSITY, School of General Studies New York, NY

Bachelor of Arts, Philosophy, Oct 2007

EXPERIENCE

MEADOWLANDS PHYSICIANS PA, Secaucus NJ

Office Manager, 1/2013-06/2013

- Manage five employees on all facets of medical office.
- Coordinate diagnostic testing between patient/hospital.
- Manage credentialing process between physician and medical insurance companies.
- On a consistent basis, managed to hit revenue target in a challenging primary care setting.

PICHARDO HEALTH GROUP P.C. Passaic, NJ

Volunteer Consultant/Administrator, 10/2009-12/2012

- Supported the start up of the business in 2009 as a volunteer consultant.
- Manage five employees on all facets of medical office.
- Implemented electronic medical records and office modernization efforts.
- Assessed and analyzed previous patient records to transfer to new office. Successfully transferred 60% of patients.
- Year over year, revenue has increased 20%.

MAX INTERNATIONAL BROKER DEALER CORP. New York, NY

Intern 6/07-12/07 Stockbroker 12/07 – 2/08

- Prospected high net worth individuals in Latin America and the U.S. Generated 50 leads on average every month thanks to the high touch service provided to clients.
- Initiated investment relationships for my supervisor and assessed prospective client interests and stock compatibility.
- Obtained Series 7 & 63 licenses. Passed each on the first attempt.

ADDITIONAL SKILLS

- **Computer Skills and Programming Languages:** HTML, CSS, JavaScript, JQuery, Ajax, Ruby, Rails, Backbone.js, Node.js, PHP, MySQL
- **Language Skills:** Native fluency in Spanish.