

Adelia Joseph

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Education

Bachelor of Science

University of South Florida, 2013

Major: Biomedical Science

Minor: Leadership Studies

Diploma

Tampa Bay Technical H.S., 2009

900+ hrs of Practical Nurse Training

LaunchCode's LC101

Tampa, FL, 2018

Python, C#, HTML, CSS, ASP.Net

Work Experience

Feb 2017- Present

Health Services Coordinator

AaNeel InfoTech- Tampa, FL

- Perform auditing and billing of all of the Chronic Care Management programs
- Coordinate with nursing staff and physician offices to ensure proper care for all patients in the CCM program
- Consultant for all physician offices that use our software to report to Centers for Medicare and Medicaid Services
- Lead and direct a staff of nine mostly offshore, to complete Centers for Medicare and Medicaid Services reporting
- Maintain Electronic Medical Records functioning and access for each physician office using AaNeel Software (Allscripts, Greenway Quantum, eClinicalWorks, Amazing Charts, Practice Fusion, etc...)

May 2013- May 2017

Project Coordinator

Shane Joseph- Tampa, FL

- Assist skilled workers with various labor tasks involving roofing, masonry, and carpentry
- Communicate with clients and team about current and future construction projects
- Perform clerical duties such as creating invoices, materials lists, and purchasing materials and equipment
- Transport materials, tools, and personnel to and from job sites

March 2014- Aug. 2015

Expanded Functions Dental Assistant

Prosthodontics and Implant Therapy Inc.- Tampa, FL

- Perform laboratory procedures: pour diagnostic casts, fabricating splints, utilizing CAD/CAM technology, maintain surgical tools and operator rooms
- Chairside Assisting: Radiography, Prophylaxis, Composite Fillings, Crowns, Denture Fabrication

Leadership Experience

June 2012- July 2016

Unit Leader and Camp Counselor

Camp SMILE- Mobile, AL

- Supervise counselors as they befriend and assist individuals with disabilities with activities of daily living and recreational events (horseback riding, canoeing, fishing, dancing, etc.)
- Plan and implement creative activities to challenge campers and promote inclusion

Sep. 2011- May 2013

Vice President of Planning to Achieve College Success/ VP Social Media

National Society of Collegiate Scholars University of South Florida- Tampa, FL

- Plan and execute tutoring for students in the Advancement Via Individual Determination program
- Communicate with the public about the activities and events of the National Society of Collegiate Scholars

Nov. 2010- May 2013

Co-Director and Site Leader: Bulls Service Breaks

University of South Florida Center of Leadership and Civic Engagement- Tampa, FL

- Oversee the creation of 17 alternative break service trips taking place across the United States and Belize
- Create and maintain budgets, schedules, task sheets, Canvas, internal and external communication

May 2010- May 2012

Orientation Mentor/ Transfer Orientation Team Leader/ Orientation Team Leader

University of South Florida Office of Orientation- Tampa, FL

- Educate incoming student and their families about the University of South Florida Tampa Campus
- Collaborate with the orientation team to discuss plans for program enhancement