# {NAME}

## Bachelor's in Organizational Studies and Economics

Email: {EMAILADDRESS}

Address: {MAILADDRESS}

WORK EXPERIENCE

## Business Office Assistant

Alden Terrace Convalescent Hospital

December 2013 to Present

Responsibilities

* Managed the Resident Trust Account
* Reconciled the Resident Trust Account with the Bank Account
* Administered the Resident Trust Petty Cash
* Paid patient invoices and deposited patient’s monthly checks into General bank account
* Mailed monthly invoices for Private Pay and Share of Cost
* Prepared monthly Bed Tax Reports and Petty Cash Reports
* Calculated yearly expenditures of residents trust accounts to mail re-payee reports to Social Security Administration office
* Verified Medi-cal and Medicare eligibilities for current and prospective patients
* Completed and submitted residents Medi-cal applications and redeterminations
* Collected resident signatures on quarterly resident trust statements
* Supervise Business Office Clerk in submission and follow up of Treatment Authorization Requests (TARs) Maintained hospital’s Medicare and Medi-Cal census

## Corp Member

AmeriCorps City Year

July 2012 to May 2013

Participated in a year of service with a national non-profit to reverse the dropout crisis.

* Served as a tutor, mentor, and role model to LAUSD students.
* Implemented intervention strategies to improve 6th grade students' academic performance.
* Organized and ran an after school program for approximately 80 6th-8th grade students
* Coordinated many school events to academically engage families and foster community
* In-kind event resources from larger organizations Evaluation/Intervention Coordinator
* Tracked data from 16 corps members concerning time spent with specific students.
* Assisted entry of data into an online database in a punctual manner.
* Instructed corps members on how to effectively use data-entry software After School Data Tracker
* Documented student attendance in City Year's after school program.
* Regulated student attendance by making regular phone calls home for absent students.
* Organized student data in Microsoft Excel and interpreted inferential statistics.

## Assistant/Event Coordinator

Language and Cultural Lab

August 2008 to May 2012

Assisted students and faculty

* Scheduled and confirmed appointments for lab employees and staff
* Planned and organized cultural events

**Intern**

Hospital Clinica

May 2011 to July 2011

Worked with technicians in the radiology department, nurses in the Emergency Department and the manager of these to further understand administration in the Health care industry.

* Conducted interviews and explored the dynamics of a private clinic in Costa Rica to understand its successful contributing aspects.

## Professor Assistant

Language and Cultural Lab

August 2008 to May 2010

* Send e-mails on her behave
* Scheduled meetings for professor
* Graded papers and exams

EDUCATION

## Bachelors of Arts in Organizational Studies

{UNIVERSITY}

August 2008 to May 2012

ADDITIONAL INFORMATION

Skills

* Proficient in Microsoft Office, Power Point and Excel; Fluent in Spanish