

Yeimi Ramirez

(786) 395 - 6320

yeimi.ramirez.diaz@gmail.com

5401 Collins Avenue, Apt. 420, Miami FL, 33140

Manager of Human Resources. As a Human Resources Manager of La Colonia Medical Center, one of the most prestigious Geriatric Health Care Groups of South Florida; I had the opportunity and privilege to help the company to build a consolidated administrative structure; to collaborate with the transformation from a small business to a strong and unique business, enforcing its cultural organizational essence and supporting an environment of ethics principles, with a minimum labor risk exposure.

EXPERIENCE

January 2018 – August 2018

HUMAN RESOURCES MANAGER, La Colonia Management, LLC.

- Manage the Human Resources Department of La Colonia Medical Center conformed by: La Colonia Management LLC., La Colonia Medical Center Inc., La Colonia Diagnostic Center Inc., La Colonia Pharmacy Services DBA. (Sunset Pharmacy Discount Inc.), La Colonia Transport LLC. and Miami Dental Lab Inc.; leading and supervising:
 - Time and Attendance, Payroll.
 - Health Plans and Benefits.
 - Subcontractor agreements and compensation.
 - Recruiting, onboarding and termination. Direct Recruiting of Doctors, Specialists, Professionals and Technicians.
 - Employees and Subcontractors orientation and training.
 - Performance Review Evaluation.
 - Workers' Compensation and Unemployment claims, training and record keeping.
 - Safety Programs and Safety training.
 - Company Policies, Procedures and agreements for employees and subcontractors.
 - Agency Health Care Administration AHCA for employees and subcontractors file.
 - Record Keeping.
 - Government compliance: Medicare, Agency Health Care Administration AHCA, Drug Enforcement Administration DEA, Health Insurance Portability and Accountability Act HIPAA, Joint Commission, Department of Transportation DOT, Fair Labor Standards Act FLSA, Family Medical Leave Act FMLA, Occupational Safety and Health Act OSHA, Equal Employment Opportunity EEO, Department of Homeland Security, Affordable Care Act ACA, Consolidated Omnibus Budget Reconciliation Act COBRA, Workers' Compensation, Unemployment and IRS.
- Implement the transition of La Colonia Medical Center Inc. into La Colonia Medical Center Inc., La Colonia Management LLC. and La Colonia Transport, LLC. under the guidance and coordination of the Legal Department and the Executive Director.

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May 2014 – January 2018

HUMAN RESOURCES MANAGER - La Colonia Medical Center, Inc.

- Create, Manage and Lead the Human Resources Department of La Colonia Medical Center, La Colonia Diagnostic Center Inc., La Colonia Pharmacy Services DBA. (Sunset Pharmacy Discount Inc.), and Miami Dental Lab Inc.

February 2013 - May 2014

SUPERVISOR, Human Resources and Accountant Department, La Colonia Medical Center, Inc.

- Found the Accounting and Human Resources Department.

March 2012 - February 2013

FRONT DESK SUPERVISOR - La Colonia Medical Center, Inc. - Westchester Clinic.

August 2011 - March 2012

FRONT DESK RECEPTIONIST - La Colonia Medical Center, Inc. - Hialeah Clinic.

EDUCATION

2004 – 2007 Business Administration, Universidad del Valle de México, UVM

1996 - 2000 Apply Mathematics, Instituto Tecnológico Autónomo de México, ITAM

SKILLS

- Bilingual Communication: English and Spanish
- Computer Software Skills:
 - MS Office: Word, Excel, Outlook, PowerPoint.
 - Google Drive. Docs, Sheets, Slides, Forms.
 - Spreadsheets. Excel, Google Drive, OpenOffice. Pivot tables, comparative analyses.
 - Email. Mail merge, filters, folders, rules.
 - QuickBooks
- Commitment, Integrity, Teamwork, Empathy, Creativity, Fast Lerner, Decision-Maker.