

CAMILA AGUERO

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EXPERIENCE

ADMINISTRATIVE ASSISTANT / CONTACT TRACER - UNITEDHEALTH GROUP *JULY 2020 – PRESENT*

- Contributing to the development of the largest Contact Tracing/Public Health mitigation strategy in the United States, resulting in a significant decrease of the Covid-19 virus
- Conducting calls with persons diagnosed with Covid-19 to complete case interviews in a professional and empathetic manner
- Providing follow-up instructions to cases and contacts related to quarantine, symptom monitoring, and assess the need for medical care and supportive services
- Collecting and recording information from 40+ contacts/cases daily, using Salesforce to update and share records in the data system.

CHILDCARE ASSISTANT - SWEETHEART KIDS' DAYCARE *MAY 2019 – SEPTEMBER 2019 (SUMMER INTERNSHIP)*

- Observed and monitored children's activities, with a focus on those with disabilities
- Kept records on individual children, including daily observations
- Engaged children's attention by interacting with them during readings and playtime to encourage creative and intellectual development
- Established an understanding of appropriate behaviors by intervening in social conflicts and assessing the children's actions

SALES COORDINATOR - GREENCAREERS COMMUNITY GARDEN *MAY 2018 – SEPTEMBER 2018 (SUMMER INTERNSHIP)*

- Promoted sales and upsells, offering alternatives and closing sales while maintaining rapport with customers
- Exceeded sales target by over 20% by seeking new business opportunities
- Implemented marketing strategies to increase sales and chances of closing
- Completed all sales related administrative needs, including follow-up calls to confirm sales orders

EDUCATION

PURSuing A BACHELORS OF SCIENCE IN NURSING - IEHMAN COLLEGE
PERSONAL TRAINING & NUTRITION CERTIFICATIONS - ISSA

SKILLS

- Salesforce
- Microsoft Office (Word, Excel, PowerPoint)
- Data Entry & Analysis
- Bilingual- Spanish (Fluent)