

Carlos Ramirez

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Summary

I am a highly communicative worker with team-oriented mentality and commitment to company goals. furthermore, I am well versed in research and analysis. Seeking a position to develop and implement new and innovative company improvements and admission procedures.

Talented Worker offering several years of experience in office and manufacturing environments.

Skills

- Workflow Optimization
- Quality assurance and control
- Problem-solving skills
- FDA compliance
- Resolving customer issues
- Team Leadership
- Time management
- Problem solving
- Troubleshooting malfunctioning equipment
- Ordering and stocking medications
- Verifying orders
- Detail-oriented
- Insurance verification

Experience

MedData Inc.

May 2019 to Current

Third Party Liability

Draper, UT

- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Earned good attendance record and built reputation for being on time and ready to work.
- Conducted outreach to local community leaders and progressive organizations and assisted with local and regional on-site events.
- Maintained industry knowledge through continuing education, training and monitoring of industry publications.
- Reviewed documents for class action suits.
- Skillfully and patiently explained coverage options to potential policyholders, answering any questions or concerns.
- Cultivated professional relations to establish long-term profitable partnerships.

University Pharmacy

January 2019 to April 2019

Driver

Salt Lake City, UT

- Utilized on-board computer to optimize routes and continuously meet estimated delivery times.
- Demonstrated professional conduct with clients and families do deliver outstanding customer service.
- Interacted with customers pleasantly to meet needs and drive satisfaction.
- Worked with insurance companies to process claims, resolve problems and obtain payments.
- Received and verified incoming drug inventories and reported discrepancies to lead pharmacist.

BioLife Plasma Services

May 2018 to October 2018

Phlebotomist

Riverton, UT

- Treated blood-related chronic disorders by performing therapeutic phlebotomy.
- Verified quality of specimens by centrifuging specimens for logistics courier to pickup.
- Obtained variety of blood samples through venipuncture or capillary puncture using syringes, butterfly needles, and straight needles.
- Prepared patients for examination by properly draping patients, obtaining vital signs, verifying referrals and taking detailed health history.
- Prepared blood-collecting equipment to draw blood and safely store and transport samples.
- Coordinated workflow based on stat, schedule, or outpatient needs.
- Labeled blood vials with critical information like time of collection, date, and patient name.
- Counseled patients to ease fears, explain procedures and enhance cooperation during blood draws.
- Enforced infection control and sharps disposal procedures to protect patients, co-workers, and self.
- Obtained blood samples for medical testing and transfusion through venipuncture or capillary puncture.

University of Utah

August 2017 to April 2018

Data Analyst

Salt Lake City, UT

- Coordinated strategic flow of business intelligence data to several users.
- Maintained library of templates and reusable knowledge assets to facilitate BI activities.
- Collected, tracked and organized data to evaluate current business and market trends.
- Prepared data examples, runs and views for client meetings.
- Checked figures, postings and documents for correct entry, mathematical accuracy and proper coding.

Brand Energy Solutions

October 2016 to August 2017

Scaffold Builder

Benicia, CA

- Erected tiered seating for up to several people at different events without accident.
- Operated machinery in busy environments and maintained safety around equipment, people and other projects.
- Safely assembled scaffolding in and around buildings for 4 different projects.
- Safely constructed hung, tube and clip and modular scaffolding systems.
- Managed 4 person team of scaffolders for 1 year without safety incidents.
- Safely and accurately built scaffolding in confined spaces like cooling towers.

Kala

July 2016 to October 2016

Quality Inspector

Orem, Utah

- Completed evaluations by properly using various gauges, tools and equipment.
- Led cross-functional team evaluations of production metrics and test results.
- Recommended corrective actions to minimize rate of product defects.
- Notified supervisors about production problems and helped identify and correct concerns.

Sizzler

August 2013 to July 2016

Cashier/Server/Cook

Orem, Utah

- Ensured smooth kitchen operation by overseeing daily product inventory, purchasing and receiving.
- Planned and executed strategic re-branding of corporate service department.
- Observed company return policy when processing refunds, including inspecting merchandise for wear or damage.
- Corrected discrepancies between accounting records and cash drawer by researching daily transactions to pinpoint issues.

Education and Training

Timpanogos High School (3.9 GPA)

2016

High School Diploma

Orem, UT