

ELISSE.M.GOMEZ
407-491-1430
Elissegomez24@gmail.com

Summary: Administrative professional with strong leadership skills, educational background, and ability to work well with people to ensure teamwork and growth to the company.

Qualifications:

-Strong Communication Skills (Written and Verbal)	-Administrative/Customer Support Experience
-Planning/ Organizational Skills	-Attentiveness to Detail/ Multitask Capability
-Ability to adapt to any work environment, work under pressure, self-motivated, and critical thinking skills.	

Software Programs Experience:

Microsoft Office	SharePoint
Notion Productivity	PeopleSoft Products
Slack Productivity Platform	UKG Dimensions Payroll

Experience:

Advent Health: Orlando, FL: February 2023- Present

Consumer Access Specialist- Patient data collection, contact insurance companies to obtain and verify insurance eligibility and benefits. Obtain pre-authorizations from third-party payers in accordance with payer requirements. Obtain PCP referrals. Correct demographic, insurance, or authorization related errors and pre-bill edits. Coordinate with case management. Payment Management, contact patient of financial responsibility.

SuperPowersHQ Services, LLC: Orlando, FL: June 2021- February 2023

Executive Assistant- Remote: Email/ Calendar/ Project/ Task/ Time/ Account Management. Electronically maintain client files, schedule conference calls, organize archives, file records and documents. Assist with creating and managing client letters, as well as monthly reports. Collect, compile, and analyze data to assist entrepreneurs with vendor documents. Work with HR on company insurance for employees such as payroll.

Hall- Mack Partners, Inc: Orlando, FL: June 2018- June 2021

Administrative Assistant- Maintained client files, scheduled appointments for clients with counselors. Faxed, scanned documents, organized archives, filed records and documents. Assisted with managing client letters, for outside parties as well as reports. Processed client billing information, including fees, payments, and monthly billing. Collected, compiled, and analyzed data with counselors for customer documents. Managed marketing workshops as well as special events.

Valencia College: Orlando, FL: September 2013- June 2018

Administrative Assistant– Filing, data entry, screened incoming calls, provided campus information regarding courses and programs. Directed staff and students to designated areas. Trained new staff during the on-boarding process. Assisted with technical and electronic equipment and all student services as well as scheduling and monitored tutoring.

EDUCATION

*Valencia College: Associate in Arts Degree
*Colonial High School: High School Diploma

CERTIFICATIONS

Notary Public of the State of Florida
Health Insurance Portability and Accountability Act
WRAP Facilitator

REFERENCES

Available upon request