

Hector Perez

BA International Business

Successful business graduate bringing exceptional abilities with proven accomplishments in driving market growth and firm profits. Articulate and driven leader with high energy and engaging personality. Hardworking team builder motivates personnel to maximize performance.

Work History

2018-08 - 2021-02	Sales & Marketing Coordinator <i>CRC, South Miami, Florida</i> <ul style="list-style-type: none">Developed and implemented favorable pricing structures balancing firm objectives against customer targets.Promoted conversion of casual shoppers into customers through product knowledge and product solutions to meet customer needs.Helped incorporate product changes into marketing message to drive customer engagement and firm profits.Composed daily posts for social media and helped build presence on, Facebook and eBay.Led design department of company and created marketing collateral for clients.
2016-01 - 2018-03	Medical Biller & Coder <i>Digestive Diseases, Hialeah, FL</i> <ul style="list-style-type: none">Used eTenet to assign procedure and diagnostic codes to patient records for billing purposes.Managed large volume of medical claims on daily basis.Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.Reviewed patient charts to better understand health histories, diagnoses and treatments.Applied official coding conventions and rules from American Medical Association and Centers for Medicare and Medicaid Services to assign diagnostic codes.

Education

2018-08 - 2019-12	BBA: International Business Management <i>Florida International University - Miami, FL</i> <ul style="list-style-type: none">Graduated cum laudeDean's List 2018-2020
2015-08 - 2017-12	Associate of Science: Marketing <i>Miami Dade College - Miami, FL</i> <ul style="list-style-type: none">Graduated summa cum laudeDean's List 2015-2017

Contact

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Skills

Creativity	<div><div></div><div></div><div></div><div></div><div></div></div> Excellent
Communication Skills	<div><div></div><div></div><div></div><div></div><div></div></div> Excellent
Project Management	<div><div></div><div></div><div></div><div></div><div></div></div> Very Good
Social Media	<div><div></div><div></div><div></div><div></div><div></div></div> Excellent
Microsoft Office	<div><div></div><div></div><div></div><div></div><div></div></div> Excellent
HTML & CSS	<div><div></div><div></div><div></div><div></div><div></div></div> Good

Languages

English	<div><div></div><div></div><div></div><div></div><div></div></div> Excellent
Spanish	<div><div></div><div></div><div></div><div></div><div></div></div> Excellent
German	<div><div></div><div></div><div></div><div></div><div></div></div> Basic