Salome Collante-Ramirez

786 797-1917 | salorami12@gmail.com | LinkedIn

EDUCATION

University of Miami   **Coral Gables, FL**
Master of Science in Data Science   Expected: May 2026
- GPA: 3.9
- Relevant Coursework: Data Visualization, Machine Learning, Principles and Practice of DS, Statistical Analysis
- Computer Languages: Python, R

Florida International University   **Miami, FL**
Bachelor of Arts in Psychology   May 2022
Bachelor of Arts in Philosophy
- Certificate in Law, Ethics, and Society
- Certificate in Pre-Law Skills & Professional Values
- Cum Laude | GPA 3.69

EXPERIENCE

Provider Network Solutions   **Miami, FL**
Network Management Auditor   September 2022 – Present
- Architected and deployed a new operational framework on Monday.com, creating customized boards for all teams and implementing over 300 automations to enhance workflow efficiency across the organization.
- Directly support the Vice President of Network Management by providing critical data analysis, audits, and reports used to inform high-level strategic decisions.
- Lead comprehensive data integrity audits by comparing information across multiple systems, ensuring 100% accuracy in data shared with partnered companies.
- Collaborate directly with the programming team to translate departmental needs into technical requirements, successfully developing and deploying automation solutions to reduce manual workloads.
- Analyze and re-engineer critical business processes, identifying bottlenecks and leading special projects that fundamentally improve operational efficiency.

Marin, Eljaiek, Lopez & Martinez PL   **Coconut Grove, FL**
Pre-litigation Assistant | Claims Processor   May 2019 – Jan 2020
- Managed a high-volume caseload of 1,000+ pre-litigation files per month, specializing in Assignment of Benefits (AOB) claims on behalf of remediation companies.
- Directed all pre-suit negotiations, drafting demand letters and communicating directly with insurance carriers to secure favorable settlement agreements.
- Acted as the primary negotiator to resolve claim disputes, successfully securing settlements that aligned with client financial expectations and avoided litigation.
- Escalated unresolved claims for suit filing, meticulously preparing comprehensive case files, evidence, and communication logs for the litigation team.
- Independently managed the claim lifecycle from initial intake and insurance correspondence through settlement negotiations and, when necessary, handoff to litigation.

Information Consultants, Inc.   **Miami, FL**
Project Manager   Sept 2018 – Nov 2018

- Partnered directly with the company President to lead the end-to-end digitization of 150,000+ sensitive medical records, implementing rigorous controls to ensure 100% data integrity during document preservation.
- Architected a customized digital filing system in Laserfiche, tailoring the framework to stakeholder requirements and optimizing OCR configurations to make all 150,000+ records fully text-searchable.
- Developed comprehensive Standard Operating Procedures (SOPs) and system documentation for stakeholder evaluation, leading all team training to ensure uniform process adherence and a successful project handover.

Behavioral Family Solutions, LLC   **Miami, FL**
Auditing Department | Receptionist | BCBA Assistant   Oct 2017 – Aug 2018

- Conducted comprehensive compliance audits across employee files, client records, and monthly behavioral reports to ensure 100% adherence to internal controls, BACB guidelines, and insurance company policies.
- Monitored and enforced adherence to all federal, state, and local security legislation, advising management on required policy updates and corrective actions.
- Trained and onboarded new administrative employees on company policies, operational procedures, and performance standards to ensure rapid and successful integration.
- Managed all front-desk operations as the central point of contact, handling a multi-line phone system, internal communications, and client-facing reception.

SKILLS & ACTIVITIES

Languages: Fluent in English and Spanish
Technical Skills: Adobe Illustrator, Data Analysis, Excel, Matplotlib, Pandas, Python, Tableau
Professional Skills: Analytical Skills, Organization, Problem-Solving, Detail Oriented