

## COLLEGE ASSISTANT

### Summary

Professional leader with strong emphasis on management initiatives, focused on developing comprehensive family and child-related programs and services. Goal-oriented professional with strong leadership capabilities. Â Detail-oriented exhibiting excellent communication, building networks, problem solving and strategic planning skills. Â Exceeding deadlines, and managing multiple projects on time and budget without compromising quality.Â Passionate about helping others.

### Skills

- Strong leadership
- Analytical & problem solving
- Adaptability, teamwork & communication
- Program management,
- Family and children's programs knowledge
- Exemplary people management skills
- Exceptional communication skills
- HIPAA guidelines
- Microsoft- word, excel, power point, access, outlook
- Google Docs, google Sheets
- Research
- SPSS Statistic Software
- SAP Accounting Software

### Work History

Program Manager 07/2009 Company Name City , State

Coding Compliance Auditor 03/2011 to 11/2011 Company Name City , State

### Experience

College Assistant 10/2013 to 02/2014 Company Name City , State

- Explained program offerings and requirements to parents and students and answered related questions.
- Recruited high school students in the community and registered them into Baruch College's College Now program which provided students with a great opportunity to earn college credits while in high school.
- Coordinated and assisted in the recruitment and retention initiatives that increased recruitment by 50% for the spring 2014 semester.
- Organized and developed strategies for students and parents involvement to encourage success in the program.
- Collaborated with representative(s) from both our partner and prospective schools on our enrichment programs for college preparation.
- Collectively worked as a team with the Director and the Associate Director on marketing strategies for various events, such as new student orientation.
- Created database for participating students and high schools in Microsoft Access and Excel.
- Increased public awareness of Baruch College through the promotion of programs, institutional image and student's engagement.
- Performed clerical duties to include, emailing, faxing, scanning, photocopying and answering phone.
- Engaged in effective customer service support to the students, alumni, faculties and staff of Baruch College.

Coding Compliance Auditor 03/2011 to 11/2011 Company Name City , State

- Management and coordination of daily operations of the clinic and physicians practice including attending physicians, fellows, residents and medical students.
- Analyzed and audited medical records retrospectively and concurrently for accuracy of documentation and coding in compliance with Medicare guidelines for an outpatient multi-specialty facility.
- Performed training sessions for physicians on selecting the accurate level of Evaluation & Management (E/M) and Procedural codes; to ensure they met national standards.
- Educated 20-30 physicians individually on how to accurately use the Current Procedural Terminology (CPT) and International Classification Diseases 9th Revision (ICD-9) codes to the highest level of specificity that led to billing error reduction.
- Created and implemented new documentation template for the department of Cardio-Vascular Intravenous Therapy Department increasing accurate documentation and billing.
- Processed accounting requisitions, office management: scheduling using ID extend, billing, processed health insurance claims.

Program Manager 08/2009 to Current Company Name City , State

- Manages several programs in the karate school, including the after school and summer karate program for approximately 100 children ages 4-17 while maintaining alignment of the organization's mission.
- Explain program offerings and requirements to parents and students and answer related questions.
- Identify the needs for each child and take educational initiative to create additional tutoring tools and resources to address these challenges.
- Assess and track students' progress and make recommendations to modify program to enhance effectiveness in their academic and martial arts development.
- Address program and policy issues, developed best practices and improve service delivery.
- Implement software to track payments, program effectiveness and generate reports.
- Analyze budget to plan and organize activities for the various programs.
- Coordinate and team leader for meetings, appointments and special events/activities.
- Collaborate and encourage students and parent's commitment to promote academic development.
- Handle sensitive information in a confidential manner.

#### Education and Training

Master of Public Administration : Public Management Baruch College Public Management

Bachelor of Professional Studies : Applied Business Management Medgar Evers College Applied Business Management

Associate of Science : Business Administration Business Administration

#### Interests

The New American Academy Charter School (TNAACS), BROOKLYN, NY President of Parent-Teacher's Organization (PTO) 09/2015-Present Oversee all aspect of PTO body. Act as chief spokesperson for PTO, and chief liaison between all components of the TNAACS community, including parents, teachers, staff and Principal.

#### Skills

academic, accounting, Accounting Software, arts, billing, budget, clerical, CPT, customer service, database, documentation, faxing, ICD-9, image, insurance, Leadership, Director, marketing strategies, meetings, Access, Microsoft Access, Excel, Outlook, PowerPoint, Publisher, Microsoft-Word, office management, Problem Solving, coding, progress, promotion, recruitment, Research, SAP, scanning, scheduling, SPSS, Teamwork, phone, Therapy, tutoring

#### Additional Information

- COMMUNITY/VOLUNTEER SERVICE The New American Academy Charter School (TNAACS), BROOKLYN, NY President of Parent-Teacher's Organization (PTO) 09/2015-Present Oversee all aspect of PTO body. Act as chief spokesperson for PTO, and chief liaison between all components of the TNAACS community, including parents, teachers, staff and Principal.