

November 24, 2021

Community Preservation Committee
536 Dwight St
Holyoke, Massachusetts 01040

To Whom It May Concern:

I understand that you are in the process of searching for an individual to fill a seat for the Community Preservation Committee. Please accept this as my letter of application. As my enclosed resume indicates, my emphasis is in management and helping the community.

I have experience across all core business functions and operations. Through my work experience I have developed strong leadership, communication, negotiation, creative and analytical skills. I am responsible for the day to day operations of the residency program in a community health center setting. In my prior position as a Breast grant coordinator I was responsible for the financial administration of approximately \$500,000 in state and grant funds, my responsibilities included developing, preparing and implementing the grant budget. My experience has given me the skills necessary to develop creative solutions to any business problem.

My passion is to work with the community and if I can get the opportunity to help to make a positive impact in our community that will be an honor for me.

Maribel Ortiz

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✉ Maribel1135@yahoo.com

📍 101 Saint Kolbe Dr Holyoke, MA, 01040

EXPERIENCE

Assistant Office Manager/Program coordinator

Pediatric Dental Residency, NYU Langone, Holyoke Health Center, 2011 - Present

- Coordinated rotation for residents at different sites and hospitals.
- Payroll for the NYU residents using /Kronos.
- Payroll for my staff at HHC using /Checkwriters.
- Create schedules and templates for the Residents.
- Developed and maintained strong relationships with community referral resources.
- Trained all front desk for my dental department.
- Schedule and coordinate meetings in person or zoom.
- Book and create schedule for the Oral Surgeon.
- Coordinate schedules for hygienist.
- Translate for patients and documents for the department.
- Summit prior authorization for dental and medical insurances.
- Schedule patients at the operating room for Shriners Hospital, Baystate and HMC.
- Community outreach

Patient Registration Holyoke Medical Center, Beech, Holyoke, MA / Jan 2010 - Jan 2012

- Register patient that arrives at the emergency department.
- Collecting insurance information.
- Collecting patient information.
- Collecting copayments.

Dr. Mark S. Singer OBGYN Holyoke Medical Center, Holyoke, MA / Jan 1998 - May 2011

- Coordinated all the patients' schedules.
- Schedule all the surgeries for the patients.
- Translate for the doctor and patients.
- Order all the office supplies.
- Answering phones.
- Collecting copayments

Coordinator for a Breast Grant Program.

Holyoke Medical Center, Holyoke, MA / July 2007 - July 2009

- Managing referrals from female without insurance that needed it a yearly mammogram or a pap smears.
- Schedule pap smears and mammograms.
- Patients with a positive findings for cancer I would call them and set up services for treatment, surgery, concealing and connect them with a support group.
- Collect all the data and send it to the state.
- Sending invoices and paying for the services provided to the patients

My own business as a Nail Technician San Juan, Puerto Rico, MA / Jan 1990 - Jan 1995

EDUCATION

Rogie's Technical School
Administrative Assistant
Puerto Rico

Nail Technician
Cosmetology School
Puerto Rico

ADDITIONAL SKILLS

Creativity	Problem solving	Critical thinking	Teamwork
Organizational	Attention to details	Responsible	Payroll
Training	People skills	Openness	Adaptability
Responsibility	Time management	Effective communication	Conflict management
Productivity	Planning	Task delegation	Negotiation
Innovation	Charisma	Empathy	Motivation

LANGUAGES

Bilingual
Spanish and English