

ISABELLA JURADO

HEALTH SERVICE ADMINISTRATOR

CONTACT

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Orlando FL , 32826

SKILLS

- Hospital Operations Management:**

-Proven ability to oversee day-to-day operations to optimize patient care and satisfaction.

- Patient-Centric Approach:**

-Committed to providing exceptional patient experiences and ensuring their well-being.

- Leadership and Team Development:**

-Skilled in motivating and guiding teams to achieve organizational goals.

- Medical Administrative Proficiency:**

-Demonstrated expertise in patient registration, insurance verification, billing, scheduling, and referrals.

- Bilingual:**

-Fluent in [English and Spanish].

EDUCATION

A.A at Miami Dade College , Sep 2019

- Dean's List 2019-2020

University of Central Florida

August 4, 2023

(Expected Graduation Date)

- B.S of Science; Health Service Administration
- GPA: 3.800

LANGUAGES

English 

Spanish 

PROFILE

Highly motivated Health Service Administration senior with a passion for delivering quality healthcare services. Seeking a managerial position at a hospital to utilize my skills in supporting productivity, managing day-to-day operations, and ensuring positive patient satisfaction.

WORK EXPERIENCE

Bahama Breeze

Server

July 2021 – Nov 2021

- Provided exceptional service to incoming guests in a fast-paced environment
- Ensured strict adherence to food safety guidelines
- Consistently focused on enhancing customer experience and maintaining a clean environment

Texas Roadhouse

Host

Dec 2020 – July 2021

- Ensured accurate order preparation and delivery to meet customer expectations
- Handled documentation with precision to maintain correct information
- Processed payments efficiently, minimizing errors and discrepancies

Jumpstart Childcare

Front desk Administrator

Lead teacher

March 2020 – May 2020

- Served as a front-line employee and provided mentorship to 5–12-year-old students on a weekly basis
- Assisted with the after-school program, fostering a positive and supportive learning environment

Orlando Health, Current Position

- Proficiently handle patient registration, insurance verification, billing, and scheduling
- Skillfully manage referrals to ensure seamless coordination of patient care

Internship at Dental Society of Greater Orlando

- Assisted with front desk duties, including answering phones and handling administrative tasks
- Successfully managed key projects, securing greater Orlando members' participation in new partnerships with HBRA
- Garnered approval from the greater Orlando chief for new partnerships
- Efficiently managed social media accounts and distributed news updates to members
- Responsible for website management and updates