

Jessica Juarez

Objective

To find a position with a growing organization where my collections experience can be used. I am seeking diversity and a professional challenge with an opportunity for advancement.

Get in touch!

Mobile:
323-723-9236

Email:
jessicajuarez91@gmail.com

Languages Spoken

English -fluent/native language
Spanish- conversational level

Accomplishments/skills

- Familiar with insurance portals (i.e Avality, UMR Portal, ect.)
- CollabMD
- KIPU
- Bestnotes
- Excel
- Microsoft
- Published writer
- Adaptable
- Outcome focused
- Great communicator
- Team Player
- Solution Seeker
- Fast Learner

Academic History

CSUEB
Bachelor of Arts / Psychology

Pasadena City College
AA Degree / Behavioral sciences

Roosevelt Theodore High School
Diploma

References upon Request

Work Experience

A Stepping Stone Group Company
Behavior Techntion | Aug 2022 - Current

- Implements behavior support and treatment plans
- Provides direct behavioral intervention to individuals with ASD utilizing ABA methodologies and strategies
- Records data and clinical documentation on client's response to intervention

Roberthalf
TEMP (Reginal Center Intake Dept.) | March 2022 - July 2022

- Call Parents and ask them General and developmental questions
- Send documents via e-mails to parents.
- Creat a spread sheet With Client Information
- Collaborate with other Intake Coordinators and help them with any paper work.

Centered Health
Collection Specialist | November 2020 - March 2022

- Contacted insurances in regards to denials, underpayments, and appeals.
- Responsible for patient accounts, collections, negotiations, maintaining payment and account records.
- Worked current AR from 30, 60, 90, 120, daily researched all A/R backdating three years of denied claims
- Wrote appeals, providing backup support to all commercial insurances
- Verified Authorizations with insurances by calling
- analyzing information and evaluating results to choose the best solutions.

Mad Engine
Contracted Office Coordinator | March 2020 - September 2020

- Placed orders for supplies and materials
- Managed and oversee building projects and any issue that arise
- Collaborated with co-workers on company News Letter
- Aided HR with New Hire and any other tasks
- Supervised day porter

Caliber Collision
CSR | Aug 2019 - March 2020

- Assisted customers with filling out paper work
- Prepped paper work for patients
- Scheduled patients and Collected payments
- Restocking Materials

Direct ED
BII | June 2019 - Aug 2019

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C.B.E.S.T.

BII | Aug 2018 - June 2019

- Implements behavior support and treatment plans
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CSUEB

Student Assistant | SEP 2016 - June 2018

- Implements behavior support and treatment plans
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- Records data and clinical documentation on client's response to intervention

LA'S BEST / LAUSD

Site Coordinator | Aug 2012 - June 2016

- Handled payroll, scheduling workers, functioning of programs, organizing staff meeting, coordinating with day administration.
- Ordered Supplies and managed Budget
- Facilitated staff and children through difficult situations and conflict resolution.

Program Supervisor

- Managed the site when the site coordinator was not on site in addition to other duties.

Program Worker

- Managed a class of 20 through disguised learning activities.
- Created clubs for kids to join (ie: Debate team)

References upon Request