

# 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 Technition | 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.
- Create 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**

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### CSUEB

**Student Assistant | SEP 2016 - June 2018**

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### 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)