

YELENE GOMEZ BARRIUSO
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Dedicated to: Teamwork, Responsibility, Commitment, and Innovation.

PROFESSIONAL EXPERIENCE:

***Pulmonary Physicians of South Florida:** January 2020-actually

Position: Patient Statements Representative.

Duties: Add Demographics information to patients account, work with return mail statements, prepare every practice statement cycle and review insurance payments, EOB, patient responsibility to send statement to patients, receive phone calls and redirect to the correct department, collect patient payments, work on self pay reports weekly, prepare refund report to refund patient balances weekly, prepare Medicaid secondary report to write off balances.

***Marble Design Collections:** July 2019-December 2019

Position: Secretary /Manager Assistant

***Banana Republic:** June 2018- July 2019

Position: Sales Representative.

***Youth Co Op Inc:** January 2016- December 2017

Position: Program Assistant

***Pullmantur Air/Wamos Air:** 2014-2015

Position Flight Attendant

***Advanced School of Aeronautics ESA Madrid:** 2011-2014

Position: Chief of Studies, Instructor Normal operations, emergency operations procedures, Initial course of security and surviving in extreme situation for cabin crew members. Dangerous Goods IATA CAT 6.

Duties: Coordinating all Academic as well as follow up on the fulfilment of all teachers duties on the course itself. Assisting parents and students on any questions or concerns. Supervision of a team of 60 employees and providing them with leadership and support in all the different aspects of their contract and a continuous follow up on the incorporation of their position. Interviewing and selection of personnel. Keeping internal communication as well as reporting to headquarters of all the details regarding courses in Madrid. Keeping track of all paper work and files.

***Center of Aeronautics Studies CEAE, Zaragoza 2010-2011**

Position: Chief of Studies & Instructor.

***LESMA Zaragoza:** 2009-2010

Position: Chief of Studies & Instructor

***Vueling Airlines** Barcelona/Madrid 2009-2010

Position: Flight Attendant

***Cubana de Aviacion S.A** La Habana Cuba 1998-2007

Position: Flight Attendant (code share with Luda Air, TransAer and Taca Airlines)

*Languages Spanish/English/ Italian

*Additional Skills Microsoft office, Internet Savvy, detailed oriented with excellent organizational skills.

Professional and personal reference available upon request