

Anabel Ramos, BSN, RN
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Education	Azusa Pacific University Bachelor of Science, Nursing	May 2022- Present
	California State Polytechnic University, Pomona Bachelor of Arts, Psychology	<i>Graduation: December 2020</i>
Certifications	Basic Life Support (BLS) – American Heart Association Hospital Fire Safety – SureFire CPR Blood Borne Pathogens Training – Azusa Pacific Health Insurance Portability and Accountability Act (HIPPA) Training – Azusa Pacific National Institute of Health Stroke Scale – American Association of Continuing Medical Edu California Child Abuse Mandated Reporter for Medical Professionals Training – CDSS Vaccines for Children Program Training – EZIZ Coursera Contact Tracing – John Hopkins University CERT Disaster/Earthquake Training – FEMA	
Clinical Experience	Foothill Presbyterian – Medical/Surgical I, Emergency Department	180 hours
	Presbyterian Intercommunity Hospital – Medical/Surgical II	180 hours
	Pacific Grove Hospital – Mental Health	90 hours
	Children’s Hospital of Orange County – Pediatrics	90 hours
	Queen of the Valley – Obstetrics	90 hours
	Presbyterian Intercommunity Hospital – Critical/Intensive Care	135 hours
	Azusa Senior Center/Youth center – Community Health	135 hours
Experience	Admissions Representative/Registrar/Patient Accounts Canyon Ridge Hospital, Chino, California	May 2021- February 2022
	<ul style="list-style-type: none">• Performed admitting activities, i.e. assembling paperwork, obtaining required signatures, provide information of hospital guidelines, verifying and collecting accurate insurance benefits and personal and demographic information• Oversaw and managed 200+ patient accounts for copayments and patient billing• Followed up on insurance claims for patient accounts Maintained logged information on Excel for monthly revenue with patient copayments	
	Personal Injury Legal Assistant/Case Manager (Eng/Span) Law Offices of Scott Warmuth, San Gabriel, California	August 2019- January 2020
	<ul style="list-style-type: none">• Oversaw and managed a high caseload, 100-150 files at once, from start to finish• Opened insurance claims, worked with insurance adjusters and auto body shops to provide appropriate assistance with vehicle reparations• Submitted and obtained Medi-Cal, Medicare, and private health insurance liens• Communicated with medical providers, reviewed medical records, referred clients to appropriate treatment facilities, and maintained treatment timelines	
	Developmental Specialist Real Connections Institute, Arcadia, California	<i>February 2019- July 2019</i>
	<ul style="list-style-type: none">• Worked one on one providing Naturalistic Applied Behavioral Analysis (ABA) and Developmental, Individual-differences, Relationship-based (DIR) in-home therapy with children and/or young adults with developmental disabilities (Autism) from ages 10-13	

- Communicated confidentially and professionally with supervisors, parents, and family
- Collected data operationally, defined targeted behaviors, and managed case notes for each therapy session in detail and accuracy

Sales Associate

July 2018- April 2019

Bath and Body Works, Glendora, California

- Built highly satisfied and loyal customer base through sales, engagement, conversion, and capturing customer phone and e-mail
- Supported replenishment activities and assisted with floor sets, window changes, visual representations, signage placement, etc.
- Operated cash register by handling cash/card transactions

Program Leader

April 2018- February 2019

Think Together, San Gabriel Valley

- Lead a group of approximately 25 students (K-8th) in an instructional setting
- Maintained high standards for behavior and safety by implementing the Think Together four core agreements- be safe, be respectful, be responsible, and have fun!
- Provided homework support, academic enrichment, physical activities, and promoted positive interactions and positive behavior choices

Volunteering FUCI Health Fair

- Provided education on important health aspects

Presbyterian intercommunity Health

- Annual Flu Vaccine Clinic

Our Lady of Guadalupe Church- Irwindale, California

- Worked in religious education program with groups of 15+ children and assisted religious educators with weekly lessons, activities, fundraising, and retreats
- Helped set up posts for the church's Annual Carnival every year, and also worked at the post dedicated to the religious education program

Ronald McDonald House- Pasadena, California

- Participated with Azusa High School Interact Club to clean, prepare, and serve dinner to low income families who were staying at the Ronald McDonald House
- Spent time with the families by playing board games, having conversations with the parents, and playing outside with the kids

Azusa Pacific University: Mexico Outreach- Mexicali, Baja California

- Participated in a short term mission trip to Mexico to spread the word of God
- Went to a children's orphanage and spent time with the children playing educational games, teaching them English words, and sharing deep conversations

Union Rescue Mission- Los Angeles, California

- Prepared and served thanksgiving dinner for the homeless & cleaned the kitchen/cafeteria area

Skills

Computer

- Microsoft office: Word, PowerPoint, Excel
- Proficient knowledge in computer equipment (keyboard, monitor, printer, scanner, fax)
- Experience in SPSS and Qualtrics

Bilingual

- Fluent in English and Spanish
- Experience in translating in professional and healthcare settings