

# Mirna K. Escoto

3620 SW 6 Street Miami, FL 33135  
786.953.3850 | karlyescoto0301@gmail.com

**Goal:** To obtain a position in the medical field to further develop and learn all aspects in the medical industry.

## WORK EXPERIENCE

---

### Ocean Reef Medical Center

Front Desk Attendant

- check in patients upon arrival plus verify insurance
- check out patients
- schedule future appointments, labs, specialist check ups.
- answer multiple phone calls and transfer them to the correct department.
- filing and preparing patient charts for billing and coding.

December 2019-March 2021

### Miami Children's Smiles Miami, FL

October 2016 – 2018

Front Desk Attendant

- Verified patient insurances and collected copays and deductibles when applicable.
- Handling of patient information by accordance of HIPPA law.
- Daily routines of Front Desk operations.
- Filing and preparing files for billing and coding
- Organization of records to follow up with patients to maintain a high volume of patients on a daily business.
- 

### Pasteur Medical Center Cutler Bay, FL

February 2015– October 2016

Customer Relations/ Guest Coordinator

- Receive customers upon arrival and coordinate services for the guests.
- Organize, maintain and manage front end of incoming and departing guests.
- Schedule future appointments, labs and check-ups.
- Work closely with Customer Service manager in assisting customer requests.

### E.C.E. Therapy Service Corp. Hialeah, FL

August 2012 - December 2014

Front Desk Manager

- Managed and oversaw the daily operation of the clinic and employees.
- Scheduled appointments, billing and coding and verified patient's insurance policies.
- IDTF diagnostic centers and therapy insurance claims

### Adwave Sign and Printing

July 2011 – August 2012

Secretary

- Attended clients upon arrival, answered phone calls.
- Handled the daily accounting with the Quick Books program.
- Negotiated new contracts and worked with retailers such as Metro PCS, Fastenal and Pizza Hut.

## EDUCATION

---

### Miami Senior High School, Miami, FL

June 2008

- Cumulative GPA 3.32

### Florida National Collage, Miami, FL

August 2009

- Core classes for RPT (Registered Respiratory Therapy)
- Cumulative GPA 3.0

Miami Dade Collage, Miami, FL

Spring 2015

- Currently enrolled in the EMT program

### **ADDITIONAL SKILLS**

---

- Fluent in English and Spanish.
- Proficient in Microsoft Office.
- Customer service and communications skills.
- Quick and eager learner.