

Maria S. Gonzalez

14023 Lorne Dr.
Houston, Texas 77049
mdelsg@yahoo.com
(832) 282-3311

education

2006- Present **UNIVERSITY OF HOUSTON** **HOUSTON, TX**
Bachelors of Science in Consumer Science and Merchandising/**December 2008**
Hispanic Business Student Association, American Marketing Association Collegiate Chapter, Collegiate
Entrepreneurs' Organization, SIDO, Cougars for Kids

2003-2006 **HOUSTON COMMUNITY COLLEGE** **HOUSTON, TX**
Associate in Arts

profile

- **Self-motivated, hardworking, consistent, and persistent performer**
- **Excellent communication and interpersonal skills**
- **Exceptional creative and problem-solving abilities**
- **Works well in fast-paced, high-pressure environment**
- **Outstanding organizational and teaching abilities**

experience

2007-Present **THE UNIVERSITY OF TEXAS M.D. ANDERSON CANCER CENTER** **HOUSTON, TX**
"Making Cancer History"/World Renowned Cancer Treating Facility

Senior Administrative Assistant

- Organize, coordinate, and carry out all activities associated with preparation of grant applications
- Assist the faculty members in processing timely application submissions and publications/manuscripts
- Coordinate all activity for section meetings as requested
- Interact with individuals of various departments in a diplomatic, professional, and constructive manner
- Familiarity with EndNotes and other publication/research software
- Handle all administrative activity as required by the department

2002-2007 **MEMORIAL HERMANN HEALTHCARE SYSTEM** **HOUSTON, TX**
Premier level I trauma healthcare provider for the Houston metropolitan area and surrounding cities

Patient Access Rep. /Insurance Specialist and Financial Reimbursement Specialist/Business Office Rep. II

- Insurance Verification of In-patient Admissions and Out-patient Diagnostic Testing
- Administrative support for operating room on the weekends
- Prepare correspondence, memoranda, and Financial reports for Business Office
- Maintain and manage financial accounts for Labor & Delivery
- Calculate Financial Reimbursements based on contract rates with Insurance companies
- Manage Epilepsy Monitoring Unit accounts /Verification of Benefits & Patient Financial Responsibility
- Financial Screening and Registration for Memorial Hermann Life Flight Transfer Center and Emergency Room

2000-2002 **UNIVERSITY CARE PLUS/TEXAS PEDIATRIC SURGICAL ASSOCIATES**
Multi-specialty group of surgeons in the Division of Pediatric Surgery at the University of Texas Medical School

Administrative Representative III/ Referral Coordinator

- Obtained Pre-certification and verified with insurance companies for Office visits, Surgeries, and Diagnostic testing
- Financial review for Medicaid, Commercial Insurance, and Self-pay patient accounts
- Trained and educated new employees for Pediatric Surgery Department
- Created Quick-reference manuals for new employees
- Triaged calls and scheduled office visits with appropriate surgeons

computer skills Microsoft Word, Excel, Microsoft Outlook, Access, PowerPoint, HMTL, Photoshop
personal Fluent in English and Spanish. Enjoy working out, dancing, and reading.