



VALERIE VERDERAME

OFFICE MANAGER
LOS ANGELES, CA
(310) 713-3500
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PROFESSIONAL SUMMARY

Experienced and dedicated Office Manager with 20 plus years of expertise in managing cosmetic and non-cosmetic Dermatology practices. Skilled in team management, financial oversight, enhancing patient experience and optimizing office operations. Adept at problem solving with an exceptional understanding of handling high-profile clients.

PROFESSIONAL EXPERIENCE

OFFICE MANAGER, MARK G RUBIN, M.D. LASKY SKIN CENTER

JULY 2003- OCTOBER 2023

Managed daily operations of a high-end cosmetic dermatology practice. Oversaw scheduling, patient flow, billing, finances and all administrative tasks. Supervised a team of physicians, medical assistants, nurse practitioners, receptionists and aestheticians, ensuring the highest level of patient care. In charge of financial management, including budgeting, payroll and inventory control. Ensured compliance with HIPAA regulations, OSHA standards, and state healthcare laws. I was the primary point of contact for VIP clients, addressing their needs with discretion and attention to detail. Conducted regular staff meetings. In charge of vendor relations, managing logistics, staff hiring and training and HR.

EDUCATION

BACHELOR OF PSYCHOLOGY

UNIVERSITY OF CALIFORNIA LOS ANGELES

KEY SKILLS AND CHARACTERISTICS

- **ADDITIONAL EXPERIENCE IN FACIAL AND PEDIATRIC PLASTIC SURGERY, GENERAL DERMATOLOGY**
- **PRIOR WORK EXPERIENCE IN DENTISTRY AND ORAL/MAXILLOFACIAL SURGERY**
- **DEVELOPED AND IMPLEMENTED OFFICE POLICIES AND PROCEDURES TO IMPROVE EFFICIENCY AND ENHANCE PATIENT SATISFACTION**
- **SEEKING TO LEVERAGE STRONG LEADERSHIP SKILLS AND OPERATIONAL EXPERTISE**
- **VIP CLIENT RELATIONS, ENSURING A SEAMLESS AND DISCREET PATIENT EXPERIENCE**
- **PROBLEM SOLVING AND CONFLICT RESOLUTION**
- **HIGHLY ORGANIZED AND DETAIL-ORIENTED**
- **VENDOR MANAGEMENT**
