Virginia Cardenas

1121 Treefern Dr

Virginia Beach, VA 23451

Cell (757)319-3422

[Jcardenasvb@gmail.com](mailto:Jcardenasvb@gmail.com)

**Professional Summary**

Executive with over 25 years’ experience providing high-level administrative support to board members in numerous medical practices. Skilled at business development, facility management, coordinating conferences, events, projects, meetings, sales, travel, and increasing business efficiency and profitability.

**Professional Skills**

* Management
* Human Resources
* Project Manager
* Negotiations
* Sales
* Business to Business Relationships
* Customer Service
* Practice Consultant

**Skills**

* Proficiency in Microsoft Office Applications, specifically Outlook, Word, Excel, SharePoint, Visio and PowerPoint
* QuickBooks
* Several CRM, and EMR software
* Professionalism, integrity
* Organization, detailed, planning, time management, and problem solving
* Excellent written and verbal communications skills

**Education**

* New Mexico State University – BA Business
* Mid Florida Technical Institute-Computer Programming
* Alpha Omega College of Real Estate-Real Estate License

**Employment History**

**June 2013 – Present PATIENT COORDINATOR /NEW BUSINESS DEVELOPMENT**,

Associates in Plastic Surgery,

1037 First Colonial Rd., Virginia Beach, VA 23454

Identifying new sales leads, marketing, social media business to business contact, maintaining relations with existing patients, attending and coordinating events to promote the practice. Developing sales goals for teams and ensuring they are maintaining and exceeding capture rates. Training, daily patient-to-patient contact, surgery scheduling and coordinating with hospitals. Monthly and quarterly capture and leads reports, anesthesia reports, coding, Insurance authorization, and billing. Developing and presenting quotes and proposals.

**2020 -Present REALTOR**

GreenTree Realty

801 Kent Pl, Chesapeake, VA 23320

Help clients purchase or sell commercial and residential properties. Contracts, collaboration with both clients and other agents, develop marketing strategies, and negotiations.

**2012 -2013 Practice Consultant, Laser & Cosmetic Center**, 125 Market Street, Virginia Beach, VA 23462

Part time contracted.

Developed and implemented new policies and procedures to ensure compliance with regulations as well as diversifying AAPA’s and RN’s business revenue portfolio and growth.

**2006 - 2013 PRACTICE MANAGER**, Bayview Physicians,

885 Kempsville Road, Suite 224, Norfolk, VA

Manage multiple offices in Internal Medicine, Family Practice, and Dermatology. Responsibilities include implementing policies and procedures, human resources, marketing, purchasing, coding, insurance, practice development, increase revenue, training, and overseeing day to day operations.

**1998 – 2004 BUSINESS MANAGER**, Drs’ Levitin and Meeks, Ltd.,

281 Independence Blvd., Virginia Beach, VA

Responsible for accurately and efficiently operating two locations, human resources, implementing policies and procedures, purchasing, training, accounts receivables and payables, human resources, marketing, purchasing, coding, insurance, practice development, increase revenue, training, and overseeing day to day operations.