

**Fatima Fermin-Baez**  
Staten Island, New York 10304  
C: 929-683-2233 Email: [fatimafermin13@gmail.com](mailto:fatimafermin13@gmail.com)

**EXPERIENCE:**

**Memorial Sloan Kettering Cancer Center, New York, NY** **July 2016- Present**  
*Senior Administrative Assistant*

- Ensure patient needs are met through superb bedside manners, strategic scheduling, and innovative planning daily.
- Maintain an organized work environment and perform clerical duties for time management purposes.
- Manage the day-to-day business and administrative operations.
- Delegate, direct, and assign schedules and workflow to meet the needs of the doctors.
- Maintain accuracy of data according to HIPAA Compliance
- Coordinate and monitor MDs' licenses, schedules, and functions.
- Coordinate scheduling of conferences, meetings, travel arrangements, and submission for reimbursements

**M. Zakir Sabry, MD, PC. New York, NY** **July 2006- July 2016**  
*Administrative Manager, Medical Biller, Surgical Coordinator*

- Managed the day-to-day business and administrative operations, coordinated meetings, and lectures.
- Delegated, directed, and assigned schedules and workflow to meet the needs of the practice.
- Reviewed accounts payable transactions, maintained office supplies and clinical inventories at par level.
- Processed weekly payroll.
- Worked with the Physician in identifying effective daily operations and updating policy and procedures.
- Coordinated and monitored patients' scheduled procedures and maintained the accuracy of data according to HIPAA Compliance
- Scheduled all necessary pre-operative testing, pre-admission and obtained consent forms.
- Reviewed and submitted billing charges and maintained cash control procedure.

**Rahman Ilkhani, MD, Brooklyn, New York** **September 2004-July 2006**  
*Administrative Coordinator*

- Assisted patients, answered, and directed telephone calls, and scheduled appointments.
- Responsible for medical charts, filing, OP reports, test results, and home care forms.
- Assisted in minor office procedures.
- Billed and filed insurance claims internally and web based.
- Tallied all accounts receivables.

**Universal Dental Center, Brooklyn, New York** **September 1996- June 2004**  
*Dental Assistant, Secretary*

- Assisted doctor with cosmetic and non-cosmetic procedures.
- Prepared treatment and examination rooms
- Efficiently organized medical notes, and consent forms.
- Trained and supervised new personnel.
- Obtained medical authorizations from insurance companies.

**EDUCATION:**

**Saint Francis College, Brooklyn, NY**

Bachelor's Degree in psychology

**May 2004**

**INTERNSHIPS:**

**Child Welfare Organizing Project, New York, NY**

Completed 100 hours of field experience

**July 2002-August 2002**

- Introduced new clients into the program.
- Assisted in counseling sessions.
- Provided clients with all the necessary legal documents for foster care.
- Interacted one-on-one with clients from various backgrounds and provided guidance.

**Brooklyn Bureau of Community Service, Brooklyn, NY**

Completed 50 hours of community service

**July 2002**

- Worked with developmentally disabled and mentally ill adults.
- Assisted in preparing the clients for their GED.
- One-on-one tutoring and mentoring.
- Supervised daily outdoor trips.

**References:** Upon Request