


# Haydee Scarlette Ramirez

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San Francisco, CA 

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## SKILLS

Applied Behavioral Analysis

Interpersonal Skills

Team Management

Team Leadership

Strategic Thinking

Microsoft Office

Spanish — fluent

## EDUCATION

BACHELORS OF SCIENCE

Biology

North Park University

2014 - 2018

CERTIFICATION #1

American Academy of CPR& First Aid, inc. / 2021-2023

Basic Life Support CPR (Adult/child/Infant)

CERTIFICATION #2

BACB (Behavior Analyst Certification Board) / 2021-2022

Registered Behavior Technician

## PROFILE

Seeking to deliver patient-centered care in a fast-paced professional setting. Goal-oriented and long-time administrative professional, and always enthusiastic to learn something new.

## EXPERIENCE

ABA Behavior Therapist

ACES (Comprehensive Educational Services, Inc.) | San Bruno, CA | 2021 - Present

Teaching social, behavioral and daily living skills to children on the Autism spectrum. Creating a fun, playful work environment to increase the success of each client.

- Working with children of all ages utilizing applied behavioral analysis through visual strategies, pivotal response training, and Discrete Trial Training.
- implementing treatment plans by providing 1:1 applied behavioral analysis techniques at home or in a group setting ( in office, school, etc).
- Effectively collect, record and summarize data collection through the companies management system

Medical Assistant Back Office Manager

Pacific Skin Dermatology | San Francisco, CA | 2018 - Present

Providing exceptional patient care in a fast-paced clinic. Responsible for assisting in standard medical care, cosmetic procedures and Mohs first assist duties. Delegating to and accountable for performance of all medical assistant staffing. Performs coaching and trading of all medical assistant staffing.

- First- Assistant in Mohs surgeries. This involves preparing patients and charting with exceptional detail.
- Assist both Physician and Physician Assistant in a variety of in-office surgical procedures.
- Responsible for updating patient medical charts and explaining medications prescribed by both Physician and Physician Assistant to each patient.
- Teaching new staff the skills listed above.

Directed Research in Biology

North Park University | Chicago, IL | 2016 - 2017

Got selected to participate in NPRESS- North Park Research Experience. The purpose of this research project was to discover the function of a gene called SSD1, found in the unicellular alga, *Chlamydomonas reinhardtii*. At the end of the project the goal was to determine the function of SSD1 through RNA interference through the idea of "knowing out" the gene.

- Ran both gel-electrophoresis, mini/midi-prep kits to grow SSD1 on agar plates by the streaking method.
- Sample management, data entry and inventory
- Worked directly with Research Advisor, team members and independently during different time frames.