

RUBEN V.

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### **Professional Summary**

Highly organized and proactive Administrative Professional with over 8 years of experience supporting senior leadership, managing complex schedules, coordinating meetings, and streamlining office operations. Adept at handling multiple priorities with efficiency and professionalism. Bilingual in English and Spanish, with excellent communication, problem-solving, and interpersonal skills. Known for delivering exceptional support that enhances organizational productivity and efficiency.

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### **Core Skills & Competencies**

- Executive & Calendar Management
- Meeting & Event Coordination
- Travel Planning & Expense Management
- Document Preparation & Communication
- Process Improvement & Workflow Optimization
- Data & Records Management
- Bilingual: Fluent in Spanish
- Strong Interpersonal & Relationship Building
- Time Management & Prioritization
- Technology Proficiency: Microsoft Office Suite, Outlook, Virtual Meeting Platforms, SharePoint

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### **Professional Experience**

TB&A LLC (Contractor)- Washington, DC  
Community Outreach Translator/ March 2025-present

- Attending in person events and providing translating services to attendees and participants
- Event set-up and break down for special projects
- Share information about projects with attendees and members of the public
- Proofreading documents to ensure proper distribution

Government Contractor for NIH- Bethesda, MD  
Program Specialist | June 2022 – May 2025

- Provide comprehensive administrative support to senior staff, including scheduling meetings, preparing agendas, and managing calendars.
- coordinate travel arrangements, prepare itineraries, and process expense reports via Concur.
- Draft and review correspondence, presentations, and documentation for internal and external stakeholders.
- Organize and support special projects, ensuring deadlines and deliverables are met.

- Maintain and update organizational policies and procedures, fostering smooth operational workflows.
- Order supplies/ purchase orders using POTS
- Collaborated with PI for IRB documentation
- Coordinate credentialing for lab members
- Gathered all pertinent documents for onboarding personnel

Government Contractor for NIH - Bethesda, MD  
Patient Care Coordinator | Nov 2020 – June 2022

- Managed patient scheduling and logistical support for clinical research activities, including coordinating patient screenings and departmental meetings
- Maintained accurate records, managed data entry, and prepared reports to support research and clinical operations.
- Served as a bilingual liaison, facilitating communication with Spanish-speaking patients and staff.
- Assisted with administrative tasks such as patient travel arrangements, patient reimbursements, and document management
- Assisted with recruitment of patients onto protocol/ screen referrals
- Coordinated with research nurses to complete outpatient patient schedules
- Requested and reviewed outside medical records and rout to appropriate department
- Schedule diagnostic imaging appointments and other tests/procedures for patients

Shady Grove Fertility- Washington, DC  
Administrative Patient Coordinator | Mar 2018 – Oct 2020

- Coordinated physician patient scheduling, communicated travel plans, and managed clinical documentation within EMR systems.
- Provided administrative support to clinicals staff, including preparing office materials and scheduling appointments.
- Facilitated communication between stakeholders and healthcare providers to ensure smooth clinical operations.
- Provided patient/couple counseling, procedure teaching, communicated physician orders and instructions
- Respond to patient calls/emails and prioritize by urgency
- Create and update clinic schedule templates/place reminder calls to patients

### **Education**

Morgan State University- Baltimore, MD  
Some College with Relevant Coursework: Business Administration

School Without Walls Senior High School- Washington, DC | High School Diploma Graduated