

# MARIA CUEVA

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Authorized to work in the US for any employer

## Work Experience

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### **Unit Clerk/Central Supply Coordinator Skilled Nursing Facility**

Springpoint Senior Living-Denville, NJ  
August 2023 to October 2024

Medical Records Clerk; thinning charts; transmitting Aetna MDS requests; archiving; Doc Management;

Sterilizing Equipment for use in hospital setting. Working closely with Director of Nursing and Administrator to streamline/ improve internal processes and improve customer satisfaction.

Ordering Emergency Equipment, supplies, ensuring all in clean working condition, Transport coordinator; scheduling and confirming appointments and orders using Tridentcare.com; parachute and MyUnity; entering work order for multiple teams working within organization.

Central Supply coordinator and clerk for multiple facilities ; assisting MDS Coordinator with Medicare Certifications and due diligence process

Tracking and reconciling company equipment with vendors for billing purposes; updating d/c info / changes/ updates daily

### **Client Services Assistant and Samples Management**

Consumer Product Testing Company-Fairfield, NJ  
September 2021 to May 2023

Client Service Specialist and Lab Samples distribution & Management, streamlining and improving samples submission process via direct client contact and strong communication Internally with Managers. Working with GMP, GLP and Non Regulatory Research studies in Lab highly demanding, Clinical setting; alongside Clinical Director and Invitro/ Clinical/ Sales Teams.

Interact daily resolving client inquires and issues related to products testing, editing and transmitting documents and obtaining all approvals with due diligence. Organized, Recording Entry of updates into company CRM and Client Portal.

Lias with clients, sales reps, and clinical team members to meet deadlines. Assist various depts with meeting requirements for account setup, billing inquiries, document management, and archival processes.

Shipping and Receiving of lab samples for testing purposes.

Working alongside QA to quickly learn SOP, register updates, review and proof read docs for errors, scanning and properly labeling all materials for uploads and documentation.

### **Wellness Clerk**

Aveanna Health Services-Livingston, NJ  
November 2021 to March 2022

Perform prescreening questionnaires for participants to confirm eligibility and appointments online on Essexcounty.org

Confirming registration process online and coordinate patients' organized movement through facility, Team Senior Lead, team oriented experienced working in fast paced environments

Post registration, cancellations, charting, maintaining internal updates and disseminating reading material for patients in process of receiving Moderna Vaccinations.

Contracted to work collaboratively with Essex County Department of Public Health Directors at COVID19 testing sites, assisting with translation, logistics, providing kits and registering under time constraints, effectively-hands on

### **Assistant to the Buyer/ Contract Manufacturer Office Administrator**

COMMAND Nutritionals, LLC-Fairfield, NJ

June 2019 to August 2020

- Part-time Assistant to Purchaser; Reviewing and coordinating due diligence docs, BOL, Packing lists, CI, COAs, follow through with ordering process, inventory receipt, reviewing and monitoring QC release/ authorization, red flagging issues prior to billing and closing the loop in process of closing of the month
- Assist in execution of SOP, order confirmations, pricing updates, updating product lists, payroll/ time entries coordinating pickups and receipt of shipments, recording, tracking and shipping samples, processing claims in collaboration with QC department etc.
- AR/AP billing and collections, office administrator completing monthly check disbursements, reviewing monthly statements and WIP reports weekly, and monitoring vendor communication for crucial updates
- Order Entries in Quick Books, Credit and adhering to deadlines/special instructions for New Customer setups and Vendor Account Management
- Monitoring shipping, receiving, and stock availability for production team, reporting on a weekly basis and acting as liaison among several department managers, customers, carriers, and vendors
- Proven experience in decreasing business expenses via account review

### **Wholesale Sales Manager Inventory Control**

Toner Buzz-Northvale, NJ

March 2019 to June 2019

- Inventory Administrator, distributing workload on counts to the warehouse staff communicating updates to implement systematic due diligence processes, coordinating Quickbooks Inventory and Billing Processes
- Lead research and follow-up and customer relations support
- Wholesale Account Manager, sales calls and account creation via CRM, Big Commerce and processing orders, payments daily
- Cross functional participation of sales, marketing and billing processes
- Customer Service, Sales Support Assistant to VP of company, project management as needed

### **Trade Support -Operations Administrator**

Wilmar Trading International-Kearny, NJ

October 2017 to June 2018

- Detail specific, Data entry to regional sales portfolios; bookkeeping and reporting for comparisons and credit/collection management
- Personal Assistant/Executive Support to traders, improving customer service, AR/AP; assisting QC department with technical and administrative issues and documentation
- Reconciling and Confirming all orders from customers including miscellaneous loads  
Assisting with logistics department transmitting and processing orders
- Reporting Monthly Sales for Reconciliation of Orders against logistic department shipment logs

- Transmitting and Maintaining Import/export documents and running Sap Reports weekly for updates and reconciliation process
- Office Manager handling petty cash, expense reports and event planning, inventory and samples processing
- Shipping, tracking and following up claims and all new leads

### **Operations Administrator RMA Department**

FLIR Security Systems-Ridgefield Park, NJ

December 2014 to October 2017

- Processing orders from customers and vendors, in addition to assisting with internal and external logistics e.g. shipping and receiving and preparing documentation, CI, PL, and pricing etc.
- Strong written and verbal communication, responding to customer complaints, communicating and meeting deadlines, and following-up with QC team to flag/meet to address product issues
- Result driven team player, experienced with data analysis and reporting, daily updating, correcting and heading inventory planning in connection with all internal and external shipments
- Extensive customer service, some tech support and pre-sales experience using multiple CRM systems to do collections process
- Administrative oversight of billing transactions in SAP including receiving and invoicing; Reconciliation of inventory and customer accounts
- Assist Global Operation Director in meetings to implement and streamline new company policies and procedures; including but not limited to logistic management

### **Administrative Assistant**

Family Intervention Services Inc-Wayne, NJ

October 2011 to December 2014

- Administrative Assistant for Passaic County Mobile Response Program Translating E/S
- Train team members on all administrative procedures, protocol and materials used in operations
- Compile and update admissions and medicaid reports for end of the month billing cycles
- Create, run and revise reports and electronic files, red flagging for compliance and processing all intake and duplicates to close
- Sort and reconcile caseloads, codes, Medicaid numbers using NJ system of care and other programs within network
- Maintain/coordinate office supplies biweekly and plan and execute company events; Assist Program Director daily with projects Staff /Team Meetings;
- Complete file review and processing with accuracy in strict compliance with HIPAA regulations; coordinate archiving process
- Manage data used in statistical comparisons to better Community Outreach Program
- Member of Quality Control Team involved with monthly meetings with compliance department in order to recheck quality of services by conducting surveys

## Education

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### **Some College in Continuing Psychology Major**

Kean University - Union, NJ

2020 to Present

## Skills

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- Billing
- Legal Assistant/ legal document management (3 years)
- Front desk
- Document management
- Computer skills
- Customer Service
- Outlook
- Accounts Payable
- Account Management
- Logistics Management (3 years)
- Medical office experience
- Sales Management
- SAP (1 year)
- Spanish
- Translation
- Sales Support
- Communication skills
- Clerical experience
- Medical terminology
- Strategic planning
- Netsuite
- Workday
- Microsoft Outlook
- Paralegal experience
- Customer service
- Payroll
- Laboratory experience
- Bilingual
- Research

## Certifications and Licenses

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### **CPR Certification**