



LUISA FERNANDA URIBE CALVO

Nationality: Colombian **Date of birth:** 01/04/1997 **Gender:** Female

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Home: Triq IL Qantar, 2229 Swieqi (Malta)

ABOUT ME

Professional in Business Administration with technical studies in surgical instrumentation and diplomas in finance and medical billing. Additionally, I have completed courses in Basic Life Support (BLS), best practices for healthcare and patient safety, developing work skills and the ability to follow instructions, which have allowed me to grow personally and professionally.

Academic Background:

- **PRIMARY:** LICEO ANTONIO DE TOLEDO (Colombia - 2007)
- **HIGH SCHOOL:** LICEO ANTONIO DE TOLEDO (Colombia - 2014)
- **SURGICAL INSTRUMENTATION TECHNICIAN:** UDES (Colombia - 2017)
- **PROFESSIONAL IN BUSSINESS ADMINISTRATION:** UNIMINUTO (Colombia - 2023)

Complementary Training:

- **Basic Life Support (BLS):** UDES (Colombia - 2015)
- **Best Practices for healthcare and patient safety:** UDES (Colombia - 2015)
- **Diploma in finance:** UNIMINUTO (Colombia - 2023)
- **Diploma in medical billing:** UNIMINUTO (Colombia - 2023)

WORK EXPERIENCE

Clinical informatics supervisor

CLINICA ALCALA [05/2023 – 01/2024]

City: Bogotá | Country: Colombia

Coordination of referrals and counter-referrals, ensuring that quality, service, and safety were adequately provided to each patient entering the emergency service, outpatient consultation, and more. Additionally, conducting the corresponding clinical medical audit for the cases that arose within it.

Administrative Assistant and Surgical Support

EQUIPSALUD S.A.S [02/2019 – 03/2023]

City: Bogotá | Country: Colombia

Surgical support in neurosurgery, report presentation, review and filing, database follow-up, review of business proposals, liaison with suppliers, billing and submission to Health Promoting Entities (EPS) and service-providing clinics.

Medical instrument technician

Hospital San José [02/2017 – 06/2017]

City: Bogotá | Country: Colombia

Preparation and maintenance of the surgical environment, Management of surgical instruments, Assisting surgeons and other surgical medical team

Medical instrument technician

Clinica Juan N Corpas [02/2016 – 01/2017]

City: Bogotá | Country: Colombia

Preparation and maintenance of the surgical environment, Management of surgical instruments, Assisting surgeons and other surgical medical team

Medical instrument technician

Hospital Mario Gaitan Yanguas De Soacha [02/2015 – 01/2016]

City: Bogotá | Country: Colombia

Preparation and maintenance of the surgical environment, Management of surgical instruments, Assisting surgeons and other surgical medical team

LANGUAGE SKILLS

Mother tongue(s): Spanish

Other language(s):

English

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user