

CHARLES A. LABRADOR

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PROFILE

Versatile Business Professional seeking entrance to graduate school to pursue a Master of Healthcare Administration Degree. Demonstrated leadership abilities with knowledge of and/or experience with General Administration/Operations, Health Information Management Systems, Quality Assurance/Safety, Human Resource Functions, and Staff Management. Exhibit a positive attitude and flexible/adaptable to demanding, high-volume and rapidly changing business environments. Trustworthy and confident team player, recognized for meticulous approach to work, commitment to excellence, and exceeding performance goals and objectives. *Conversational Proficiency in Spanish.*

EDUCATION

Bachelor of Business Administration Degree in Entrepreneurship - Expected May 2025

University of Miami, Coral Gables, FL

Honors: Dean's List, Provost's Honor Roll, President's Honor Roll, and O'Brien Scholarship Recipient

Relevant Coursework: Managing for Success in the Global Environment, Healthcare Management & Policy, Business Law, Professional Development, Macroeconomics, Accounting, and Success in the Workplace

WORK AND LEADERSHIP EXPERIENCE

LABRADOR PRIMARY CARE

05/2020 - PRESENT

■ **Marketing Management Assistant**

- Effectively and efficiently edit company websites, run social media accounts, and manage business marketing events.
- Conceive and implement weekly ideas to gain additional company exposure, assist in organizing and running charity events to increase brand awareness, and successfully grow social following and community satisfaction.
- Conduct market research on competitors and medical marketing trends to adapt to the everchanging market.

SOUTH PINELLAS MEDICAL TRUST AND WALLACE INSURANCE

09/2017 - 08/2022

■ **Client Care/Account Coordinator**

- Provided direct support and assistance to the Senior Vice President, including maintaining claims files, developing claims histories, managing physician liability contracts, contacting and updating contracted physicians on a weekly basis, and organizing charity events to raise money for the local community.
- Successfully championed the transition of files from paper files to electronic files.
- Co-wrote policies, kept files of addendums of contracts, organized and planned Trust meetings with the panel of physicians and malpractice lawyers, and oversaw construction of satellite locations.

ST. PETERSBURG CATHOLIC HIGH SCHOOL

08/2020 - 05/2021

■ **Student Body President**

- Oversaw and led a student body of 450 students.
- Created inclusion programs to ensure the acceptance of all cultures within the fences of the school, raised money for charities through social events, and organized in and out of school events to promote collaboration between students.
- Held meetings with the Educational Board to advance academic quality initiatives.

BAYSHORE MARKETING GROUP

05/2018 - 08/2019

■ **Marketing Assistant**

- Successfully implemented and integrated modern effects into external company websites through Bayshore company templates.
- Consulted with companies to strategically market their business and assisted in organizing and running charity events.
- Collaborated with client leadership to establish innovative marketing strategies for their companies, including billboards, website revision, social media strategy, and slogan development.

ACTIVITIES

Cathedral of St. Jude the Apostle; Captain Altar Server, Sacristan, and Member of the Bishop's Squad

COMMUNITY SERVICE

Alpha House of Pinellas, Attendee and Service Volunteer; St. Vincent de Paul's, Service Volunteer; University of Miami Disability Center, Note Taker; and MorningStar School, Usual Visiting Member