

CHARLES A. LABRADOR

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EDUCATION

University of Miami

Coral Gables, Florida

Master of Health Administration

Expected: 12/2025

- **Honors:** Miami Herbert Business School Scholarship Recipient, candidate for Award of Academic Merit
- **Cumulative GPA:** 3.931

Bachelor of Business Administration in Entrepreneurship

2021-2024

- **Honors:** The Dean's List (Spring '23), The Provost's Honor Roll (Fall '22 and Spring '24), The President's Honor Roll (Fall '23)
- **Cumulative GPA:** 3.750

WORK & LEADERSHIP EXPERIENCE

Labrador Primary Care Center

St. Petersburg, Florida

Marketing and Outreach Coordinator

August 2020 – Ongoing

- Manage company website updates, coordinate social media content, and represent the organization at community and industry marketing events.
- Contribute weekly growth strategies to enhance brand visibility, support charitable initiatives, and strengthen community engagement.
- Collaborate with leadership to develop and execute comprehensive marketing plans, including billboard campaigns, brand messaging, slogan development, and digital presence optimization.

Administrative Trainee and Marketing and Outreach Coordinator

May 2025 – Ongoing

- Report directly to the Chief Operating Officer and Director of Operations to support clinic-wide administrative functions and strategic initiatives.
- Cross-train across clinical roles to maintain operations during staff absences, including reception, medical assistant duties, and facilities support.
- Conduct patient intake, verify insurance, schedule appointments, assess vitals, and perform preliminary evaluations via intake questionnaire.
- Review provider documentation in eClinicalWorks for coding accuracy and compliance (code auditing); ensure correct copay collection.
- Apply principles of risk management and coding compliance under a capitated fee schedule to support value-based care initiatives.
- Managed provider contracts and led digital documentation transition via DocuSign.
- Coordinate pharmacy requests, document meetings, balance provider schedules, and oversee facility maintenance and vendor relations.

Charles Labrador Property Portfolio

Coral Gables, Florida

Owner | Asset & Property Manager

September 2024 – Ongoing

- Identified and acquired under-market-value residential properties through strategic market analysis and direct negotiation with sellers, bypassing traditional real estate agents
- Engaged legal counsel to ensure compliance and drafted proprietary lease agreements tailored to safeguard landlord, tenant, and property interests while reflecting municipal housing standards.
- Lead end-to-end property renovations, including structural remodeling, functional upgrades, and interior redesigns with a focus on maximizing tenant appeal, property value, and ROI.

- List properties across multiple digital platforms and leveraged a limited-service MLS brokerage to achieve market visibility while reducing agent expenses and maintaining full sales autonomy.
- Developed and maintained a vetted network of contractors, vendors, and service providers to ensure prompt, high-quality maintenance and emergency response support.
- Oversee daily property operations, including tenant acquisition, screening, rent collection, regulatory compliance, and dispute resolution—balancing tenant satisfaction and ethical management.

University of Miami – Entrepreneurial Consulting

Coral Gables, Florida

Student Consultant – Team Leader

August 2023 – December 2023

- Directed a consulting team under a Non-Disclosure Agreement, serving as the primary liaison between Holstein Housewares executives and consulting team; organized weekly client and team meetings, coordinated assignments, and had final authority over project deliverables.
- Led the team to deliver on-time, data-driven recommendations, including a 2024 Seasonal Collection design and new U.S. distribution channel strategy; ensured deliverables were comprehensive, well-researched, and aligned with Holstein’s business goals.

COMMUNITY SERVICE

Labrador Primary Care Center – Turkey Drive

St. Petersburg, Florida

Employee Volunteer

November 2020 – Ongoing

- Coordinated with staff to collect and manage resources, purchase turkeys, and organize logistics to provide 300–350 Thanksgiving meals to families in need within the community.
- Assisted with event setup, distributed meals, and engaged with patients and community members

Labrador Primary Care Center – Florida State Elks Association

St. Petersburg, Florida

Employee Volunteer

January 2023 – Ongoing

- Managed year-round collection of toy donations by coordinating with staff and patients, promoting participation, and encouraging contributions; packaged and delivered donations to the Elks, supporting distribution to over 2,000 children statewide.

University of Miami Peer-to-Peer Fellowship

Coral Gables, Florida

Mentor

September 2025 – Ongoing

- Mentor first-year master’s students through a peer-to-peer fellowship, providing academic support, tutoring, and personal guidance to promote success and a smooth transition into the program.

Camner Center for Academic Resources – Office of Disability Services

Coral Gables, Florida

Note-Taker

August 2022 – May 2024

- Attended every class session with perfect attendance, taking clear, accurate, and highly detailed notes to support students with academic accommodations.
- Submitted organized, legible notes through the Camner Center portal and made myself available to meet with students for clarification or additional support as needed.

SKILLS & CERTIFICATIONS

Software Proficiency: Skilled in Microsoft Office Suite (Word, Excel, Powerpoint, OneNote, Outlook), proficient in FluidUI, Tableau, Minitab, Canvas, and Google Workspace

Languages: Conversational Proficiency in Spanish

Certifications: Lean Six Sigma Champion & Green Belt