

Jorge Humberto Ortiz

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EDUCATION

Lamar University , Beaumont, Texas (GPA: 4.0 on 4.0 scale) Master of Arts, English	August 2019
Lamar University , Beaumont, Texas (GPA: 3.685 on 4.0 scale) Bachelor of Arts, Psychology and English, <i>Magna Cum Laude</i>	May 2016

EMPLOYMENT

<i>Forensic Coordinator</i> Neurobehavioral Clinic	August 2018 – Present
<ul style="list-style-type: none">Communicate with legal entities regarding cases referred to clinicPrepare, sent out, and track invoices for services renderedCoordinate legal appointments for doctor	
<i>Clinical Manager</i> / Neurobehavioral Clinic	September 2015-Present
<ul style="list-style-type: none">Resolve clinic and staff issues and complaints and assist other departments as necessaryTrain new employees and oversee staff performancePrepare payroll biweekly and pay clinic bills as needed	
<i>Medical Records</i> Neurobehavioral Clinic	September 2015-Present
<ul style="list-style-type: none">Process requests for medical records in an organized and timely mannerCommunicate with requesting physicians, doctors, legal entities, and insurance companiesPrepare and send invoices for medical records as needed	
<i>Technician</i> Neurobehavioral Clinic	September 2015-Present
<ul style="list-style-type: none">Assisted licensed neuropsychologist in administration and scoring of psychological and neuropsychological assessments	
<i>Bookseller</i> Lamar University Bookstore	August 2017 – September 2018
<ul style="list-style-type: none">Provided customers with detailed information about their textbooksShipped out purchases made through the bookstore website and to and from other universities	
<i>Bookseller</i> Lamar University Bookstore	May 2014-August 2015
<ul style="list-style-type: none">Provided customers with detailed information about their textbooksShipped out purchases made through the bookstore website and to and from other universities	
<i>Cashier</i> Lamar University Bookstore	May 2014-August 2015
<ul style="list-style-type: none">Entered transactions in the cash registerRestocked school spirit merchandise, snack, and beverages	

HONORS AND LEADERSHIP

Member, Phi Kappa Phi Honor Society	October 2018
Co-President, Lamar University Creative Writing Club	August 2015
Member, Phi Eta Sigma National Honor Society	October 2014
Lamar University President's List	June 2014
College of arts and Sciences Academic Excellence Award	April 2014
College of Arts and Sciences Dean's List	January 2014
College of Arts and Sciences Dean's List	June 2013
Member, Alpha Lambda Delta National Honor Society	May 2013
Member, Phi Eta Sigma National Honor Society	May 2013
Member, International Dean's List Society	May 2013
College of Arts and Sciences Dean's List	January 2013

Technical Skills: Proficient in Microsoft Office (Access, Word, PowerPoint, and Excel)

Language Skills: Fluent in English and Spanish