

Azure Hurd

EXPERIENCE

Cuyamaca College, El Cajon – Interim Scholarship Specialist

May 2023-PRESENT

Coordinate scholarship program for students; Provide financial aid assistance to students; Review scholarship applications and academic transcripts for compliance with donor criteria; Manage and monitor scholarship accounts and budget; Use various types of software to monitor & track scholarship funds; Stay current in technical aspects of scholarship and financial aid programs.

Quest Academy, Alpine – Extended Day Instructor

November 2022- May 2023

Coordinate and facilitate supplemental learning sessions for Boulder Oaks Elementary's inaugural Extended Day program; Advise faculty to ensure the new program's success and longevity; Communicate & establish clear expectations for student behavior; Collaborate with students, parents, and teachers to create an individualized plan to reach the students' educational goals.

Gabor Kovacs, M.D., Laguna Beach— Medical Office Manager

January 2019- July 2022

Provide administrative & clinical assistance to physician in a high volume private practice; Oversee the transition of the office from physical records to using an EMR system (Epic); Administer injections; Assess patients' needs and coordinate with other physicians, social workers, or family members to enhance care; Develop personalized and efficient care to improve quality of care & increase patient retention rates; Schedule appointments & handle patient inquiries; Obtain authorizations; Assist with pre op work up; Take vital signs. Order supplies and equipment; Accept payments.

South County Orthopedics Specialists, Laguna Woods — Medical Assistant

October 2018 - January 2019

Provide administrative & clinical assistance to physicians & other members of the medical team in a high volume office; Utilize EMR software; Record patient history & vital signs; Apply and/or remove dressings, sutures, & staples; Collect & prepare laboratory specimens & arrange laboratory services; Prepare injections & assist physician during examinations; Schedule appointments; Complete callbacks & tasks; Fill out insurance & disability forms.

El Sol Arts & Science Academy, Santa Ana — Extended Day Instructor

January 2017- October 2018

Facilitate supplemental Math, English, & Spanish classes to help students ranging from Kindergarten–8th grade; Communicate & establish clear expectations for behavior; Administrative assistance; Data entry; Administer assessments to monitor progress; Coordinate & supervise extracurricular activities; Build positive rapport with fellow teachers, administrators, parents & local businesses (sponsors); Coordinate and host fundraising events.

EDUCATION

Sociology BA [Pre-medicine]
University of California, Los Angeles
(UCLA)| 2012–2016

SKILLS

- Customer Service
- Conflict Resolution
- Community Outreach
- Accounting
- Proficient in Spanish
- Proficient in Microsoft systems (i.e. Word, PowerPoint, Excel)
- Adhere to HIPPA guidelines
- Familiar with Medicare, HMO, and PPO insurances
- Familiar with ICD-10
- Type 68 WPM
- CPR/AED certified.