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OBJECTIVE: Honorably served in U.S. Army as a Petroleum Supply Specialist, Admin personnel with experience in customer service, logistic accountability and distributing supply. Certified medical assistant and claims processing.

PROFESSIONAL SUMMARY

An experienced logistics specialist who operates and maintains storage, dispensing, and distribution facilities and pipeline systems for petroleum, oils, and lubricants. Receives and test fuel for quality and cleanliness for aircraft support. Able to work in an office environment with experience in administrative documents and accountability for fuel issuance. Able to work independently or as a member of a team, multitask and comfortable with solving problems. Qualifications include:

- Bilingual (English and Spanish)
- Military Training
- Leadership experience
- Punctual and willing to train in unfamiliar settings

EXPERIENCE

Clinical support coordinator (remote) 2022-2024
Optum/OptumServe

- Responsibilities to include handling veteran disability claims.
- Processing veteran disability claim by using medical terminology and verifying correct information to finalize per Veteran's Affairs guidelines.

Certified medical assistant
Digestive Health Clinic, Nampa Idaho 2019-2021

- *Performed general medical care for patients as needed, primarily taking every patient's vitals prior to every visit with the Physician. Coordinate patient intake and flow in the clinic for all Physicians so that patients are seen in an efficient and timely manner.*

Petroleum Supply Specialist, *U.S. Army*, 2013 – Present

- Responsible for maintaining and fixing any damaged fuel truck or military vehicles assigned on to me or my organization.
- Receiving bulks of JP-4 (jet fuel) and testing for water or sediment contamination daily.
- Supporting MEDEVAC or Medical Personnel aircrafts with fuel in order to ensure fast medical readiness.

- Support aircraft with supply of fuel in harsh environmental conditions.
- Mark and label petroleum products according to its hazardous category and store in a proper storage facility.
- Reinforces safety practices and fuel handling procedures on a regular basis.
- Handle administrative fuel accountability and hand receipts in Microsoft Word or Excel.
- Efficiently worked independently to solve problems, task team members to mission essential work and managed fuel operation system.

Cashier, *Target*, Orlando, FL 2012-2013

- Maintain a clean and safe environment by complying with rules, procedures and regulations.
- Provides pricing information and handles cash, credit or debit transactions.
- Operate a cash register, responsible for understanding transaction procedures.
- Uphold a professional yet friendly experience for shopping customers.

Volunteer, *Dr. P. Phillips Hospital Orlando Health*, Orlando, FL 2008-2009

- Helped service patients nutritious meals
- Maintained a clean dining facilities for patients and families.
- Organized food items and stock beverages.
- Inspect food, beverages, and any perishable item for freshness and food safety.
- Comply with food handling and proper sanitation procedures
- Ensure excellent customer care and cater to special needs.

EDUCATION

- Avalon Private School 2005-2009 completed High school diploma.
- NHA Certified Clinical Medical assistant certification