

ULISES MAZON

Timnath, CO 80547 • (970) 939-1015 • ulises.mazon@yahoo.com

Skills

- Fluent in English and Spanish
- Microsoft Office Suite
- Case management support
- Case management software: HMIS, EMR, Smart Advocate, Salesforce.
- ADP Payroll and Tax Certificate
- Client advocacy
- Certified notary public
- Data entry and analysis
- HIPAA compliance
- CPR and First Aid Certified

Professional Summary

Recent graduate with foundational knowledge in Business administration and hands-on experience gained through academic projects. Demonstrates strong teamwork, problem-solving, and time-management skills. Prepared to start career and make meaningful contributions with commitment and drive. I am looking to use my transferable skills from past roles and build more in fields. I am willing relocate.

Education

MBA: Human Resources Management, 05/2025

Colorado Technical University - Colorado Springs

Associate of Science: Business Administration and Management, 05/2021

InterAmerican University of Puerto Rico - Aguadilla, PR, Puerto Rico

Certificate: Legal Studies, 05/2021

Purdue University Global - Indianapolis, IN

BBA: Human Resources Management, 05/2023

Colorado Technical University - Colorado Springs, CO

Work history

Bilingual Employment and Resource Navigator, 07/2024 to Current

Homeward Alliance – Fort Collins, CO

- Facilitated discussions with clients, families, or groups to analyze situations, limitations, and issues and deliver services tailored to address needs.
- Provided vocational rehabilitation counseling and support.
- Facilitated client access to social services, focusing on career pathways and housing assistance.
- Developed and maintained strong relationships with community resources for successful referrals.
- Prepared and maintained records and case files detailing clients' personal and eligibility information, services provided and relevant correspondence.

Receptionist/Personal Injury Case Manager, 05/2023 to 07/2024

Bachus & Schanker – Fort Collins, CO

- Managed accounts and client records of clients, observing confidentiality, and extreme discretion.
- Handled office scheduling and made notes for deadlines, motions, and other important dates.
- Communicate with clients regularly regarding their injuries, medical treatment, property damage and other inquiries with accurate legal advice.
- Effectively managed 80 - 90 Cases
- Gathered data from medical providers, insurance companies, police departments, and other entities.

Licensed Insurance Agent/Administrative Office Assistant, 08/2021 to 05/2023

Gwen Brooks Insurance Agency Inc – Fort Collins, CO

- Coordinated and Scheduled meeting and appointments.
- Utilized CRM Software to manage client relationships.
- Guided clients through understanding insurance policies and procedures.
- Processed insurance claims and addressed billing or claims discrepancies.