

Deysi Barzallo

HR Administration & Office Manager Profile

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Professional Summary

Results-driven and resourceful professional with solid background in healthcare services. Well-prepared to excel at the role of HR Administrator and Office Manager. Proven history of solely overseeing the whole SW Dubin Breast Center Clinic with up to 1500 cases per week, including administration of operations, management of available resources, and ordering of required supplies. Experienced in facilitating hiring process for new employees along with training and content development. Skilled problem-solver, supporting the achievement of individual and shared objectives. Self-starter with innate capacity to learn new skills/technologies and adapt to new environments. Articulate communicator and bilingual in English and Spanish with ability to build strong relationships across multi-disciplinary functions, stakeholders, and senior leadership.

Skill Highlights

- Clinic & Office Management
- Data Analysis & Presentation
- Leadership & People Management
- Human Resource Coordination
- Recruitment & Hiring
- Operations Administration
- Budget & Resource Control
- Reporting & Documentation
- Clients' Needs Assessment

Experience

The Mount Sinai Hospital, New York, NY, 6/2021 – Present Social Worker – VBC Medicaid

Assess and coordinate resources within families, hospitals, and community networks to ensure robust patient care management. Contribute to developing, maintaining, and monitoring connectivity, safety, and well-being of patients. Facilitate healthcare and community-based initiatives while working with patients suffering from complex chronic illness and behavioral disorders.

Key Accomplishments:

- Facilitated management and seamless delivery of medical system resources, in-house support services, and community-based services such as medical, psychiatric, social, educational, legal, housing, and financial services.
- Avoided unnecessary emergency department visits and hospital admissions/readmissions by identifying and addressing barriers in behavioral health and primary/specialist care.
- Coordinated human resource activities involving hiring, interviews, and training to ensure the availability of competent professionals.

Social Worker – Mount Sinai Health Home, 11/2019 – 5/2021

Oversaw a diverse caseload of 30-35 clients aged between 18-85 years by implementing a client-centered approach and offering long-term, individual, telecommunication mental health support. Networked with referral sources within the NYC community while fostering strong and long-term relationships with nursing agencies, non-profit cancer agencies, and mental health liaisons. Supported weekly group supervision initiative, including case consultation with clinical staff; coordinated individual supervision with supervisors; managed bi-monthly follow-ups with colleagues.

Key Accomplishments:

- Communicated health homes' functioning and benefits to Spanish clients, which increased clients' enrollment and closed barriers to medical care.
- Streamlined operational activities by fulfilling administrative needs, managing schedules, and adapting schedules to clients' needs.
- Ensured compliance with HIPAA-protected care coordination by collaborating with staff and senior management.

Bronx Prep Middle School, New York, NY, 2018**Children's Aid**

Delivered counseling to a caseload of 15 students in Middle School on weekly basis, while providing individual, group, and family counseling along with crisis intervention, conflict mediation, assessment, and referral services to participant and families. Contributed to building coping skills, defining emotional conflict, improving self-esteem, reducing isolation, and removing obstacles to learning by conducting psycho-educational groups leveraging group process and developing content.

Key Accomplishments:

- Supported the hiring process for new employees by shortlisting and conducting interviews of potential candidates.
- Translation of Children's Aid documents in Spanish for parents and students in both Bronx Prep Middle School and High School.
- Assist high school students with Summer Youth Employment in New York City
- Co-creator of the Community-Based Summer Youth Employment curriculum at Bronx Prep.
- Facilitated senior management with informed decision-making by maintaining documentation, including mental health contact sheets, treatment plans, psychosocial assessments, monthly group notes, and strength and difficulties questionnaire (SDQ).

Career Note

MSW Intern, Center of Child and Adolescent Treatment Services, Danbury, CT, 2/2017 – 4/2018

Esperanza Worker, Domestic Violence Crisis Center, Stamford, CT, 6/2014 – 4/2016

Education & Qualifications

Psychology and Art, Bachelor of Arts | Manhattanville College, Purchase, NY, 5/2015

Master of Social Work, Clinical Social Work | Smith College, Northampton, MA, 8/2018

Licenses & Qualifications

New York State LMSW, 2019

Connecticut State LMSW, 2018

Licensed Master Social Worker (LMSW)

DBT and SBIRT Trained

Technical Proficiencies

MS Office | Multiple Computer Applications

Languages

Spanish – Fluent | **English** – Fluent

Awards

Friedman Brain Institute Brain Art Competition – “Most Likes” – First-Place, 2020

Scribendi Community Leader Award, 2016

Smith College Southern California Endowment Award, 2016

Manhattanville College Presidential Award, 2015