

MELLENDEZ UMPIERRE, ABINER



Royal Palm Beach, FL



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CORE COMPETENCIES

- Fluent in Spanish and English
- Notary
- Proficient in QuickBooks and Microsoft Office Suite
- Knowledge of medical terminology and EMR systems (eClinicalWorks, Abbadox)
- Strong organizational and communication skills

EDUCATION

FGCU (Florida Gulf Coast University)

Master of Business Administration (2025)

Keiser University

Bachelor of Business Administration and Management (2018)

Associate of General Studies, Minor in Medical Assistant (2016)

PROFESSIONAL PROFILE

Accomplished bilingual finance and human resources professional with proven expertise in financial management, payroll administration, accounts payable/receivable, and comprehensive administrative support. Recognized for strong organizational, analytical, and leadership skills with the ability to manage multiple priorities in dynamic, fast-paced environments. Fluent in English and Spanish, with a track record of fostering collaboration and delivering accurate, timely results.

PROFESSIONAL EXPERIENCE

Finance / HR Manager

Palm Beach Accountable Care Organization | September 2020 – September 2025

- Oversee daily financial activities, including payables, receivables, and investment tracking.
- Cash flow management
- Accounts payable (AP) and accounts receivable (AR) oversight.
- Preparation and analysis of financial statements.
- Assist the CFO with annual budgets for multiple companies.
- Payroll (ADP) and 401 (k) management
- Manage company investments (3)
- Maintain QuickBooks / NetSuite vendor files and documentation.
- Bank and credit card reconciliations.
- Manage communications with internal staff and external vendors.
- Train new employees

Scheduling Specialist

Advanced Diagnostic Group | March 2020 – July 2020 (COVID-19)

- Answer and direct incoming calls to appropriate departments.
- Scheduled patient appointments and handled customer inquiries.
- Processed payments over the phone.
- Mailed and faxed reports.
- Checked patients in and out.

Bookkeeper

MD Now Urgent Care | Coach Comp America | Palm Beach Urgent Care | March 2014 – November 2019

- Bank and credit card reconciliations.
- Cash flow management
- Accounts payable (AP) and accounts receivable (AR) oversight.
- Payroll (Paychex)
- Prepared monthly budgets and verified insurance information.
- Assisted with front desk duties, including patient check-in/out.
- Trained new employees.
- Completed end-of-month reports and bank and credit card reconciliations.

Assistant Manager

Pet Supplies Plus | October 2011 – 2013

- Led store operations, ensuring achievement of sales goals.
- Cash flow management
- Monitored and improved store and staff performance.
- Managed inventory, restocking, and pricing.
- Trained new associates in store policies and procedures.