

Manuel A. Cruz

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EDUCATION

Life University, *Atlanta Georgia*

Graduated: *June, 2017*

Bachelor's Degree in Health Coaching

Gpa 3.7 –

Honors: Cum Laude

CERTIFICATIONS

Certified Notary Public

April 2022

Resident Agent License

September 2019

WORK EXPERIENCE

Wellness & Engagement Coordinator

August 2019-Present

Parc Communities- Parc at Piedmont- Marietta, GA

- Work in Fitness and Health, Fitness Center Equipment Maintenance and Inventory, Transportation, and many other residential needs with responsibilities such as:
 - Weekly fitness classes: strength training and core focus
 - Assistance in residential activities for weekly events
 - Assistance to different departments when needed.
 - Entrusted with company credit card, car, and medical information.

Wellness Coordinator

2018- 2019

The Joint Chiropractic - Alpharetta, GA

- Managed the lobby and patient flow through the clinic to ensure optimal patient experience. Responsibilities included:
 - Worked with between 45-75 patients (weekdays) and 30-55 patients (weekends).
 - Translated in conversational and medical language between English and Spanish.
 - Processed financial transactions.
 - Complied with HIPAA legislations and regulation with patient confidentiality.

Insurance Sales Representative*2017 - 2018*

Jerome's Johnson's State Farm Agency / Jerome Johnson - Atlanta, GA

- Responsibilities included:
 - Developed and generated leads and identified customer needs.
 - Responded to inquiries regarding:
 - Eligibility, coverages, policy changes, transfers, claim submissions, billing clarification, and issue resolution for clients.
 - Offered financial products and services such as:
 - Certificates of Deposit, State Farm's Visa Rewards Cards and handled loan applications to potential prospects.
 - Worked with Spanish speaking customers and clients, providing the agency with a broader reach to more customers and businesses.

INTERNSHIPS**Health and Wellness Coach (Internship)***August - November 2016*

American Clinic Of Preventive Medicine - Marietta, GA

- The Goal was to better communicate with the patients to gain a better perspective and adhere appropriate guidance to better their lifestyle. Responsibilities included:
 - Administered questionnaires to assess eating habits and physical activities.
 - Educated and advised on steps to achieve patient's quality of health.
 - Created action plans to target each patients' goals.
 - Guided and provided adequate support and encouragement to keep patients motivated with treatment plan prescribed by the doctor.

LANGUAGES

English: Native Level Speaker

Spanish: Native Level Speaker

German: Basic/ Conversational

References:

Provided upon request