

# MARCELA RAMIREZ MESA

## CONTACT



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[Bold Profile](#)

## SKILLS

- Active Listening
- Reading Comprehension
- Critical Thinking
- Safety Measures
- Customer Satisfaction
- Daily Progress Reports
- Local, State and Federal Regulations
- Compliance Inspections

## LANGUAGES

Spanish



Native or Bilingual

Motivated professional offering Lawyer, Paralegal, Licensing Specialist and Environmental Knowledge. Adds value to any organization in need of great collaboration, interpersonal and multitasking abilities. Meets tight deadlines. EHD (Environmental Health Data Base), ACHA (Agency for Health Care Administration), CARES (Child Care Administration, Regulation and Enforcement System), DCF (Department of Children and Families) Microsoft Word, Excel, PowerPoint Effective Communication Skills, FSFN (Florida Safe Family Network)

## WORK HISTORY

November 2022 - Current

**Kinship Licensing Specialist *ChildNet***, Fort Lauderdale, FL

- Conduct level one licensing home studies on all interested relative and non relatives' placements and promptly submit initial and re-licensure home studies
- Participate as needed in statewide discussions around level one licensure, including participating in workgroups and providing feedback on improving the process
- Conduct special condition investigations along Police department and Child protective investigations
- Developing corrective action plans for the license houses that violate the statute code
- Request background screenings from FBI, State, and local entities
- Request and verify documentation and information required for the license
- Conducted regular follow-ups with DCF for application approvals
- Create an Excel macro including 121 licenses, quarterly visits, and expiration dates.
- Performed routine data entry or document management.

January 2022 - October 2022

**Environmental Specialist II Licensing *Palm Beach County***

- Studying and processing applications for licenses as stipulated by the law for 379 Child Care Facilities, 169 Family
- Child Care Homes and 28 Large Family Child Care Homes in Palm Beach County
- Responsible for reviewing files from 289 staff members from 13 Boys and Girls Clubs in Palm Beach County providing technical assistance to the CEO, HR Director and Staff members assuring all the documentation required is complying
- Maintaining an Excel sheet with all the documentation required by every staff member, updating the excel sheet constantly
- Reviewing legal showcases packets submitted by 15 field inspectors from Palm Beach County, making sure the articles are properly cited from Palm Beach Rules and Regulations before goes to the Attorney
- Assisting weekly to the enforcement meeting with the administrator, supervisors, and lawyer

- Create the CCAC agenda monthly including the facilities applying for a license, any updates that the Palm Beach Council Members need to be aware
- Group leader reviewing new applications for future childcare, large and family childcare homes
- Teaching, assistance, coaching, reviewing licensing members the process, providing technical assistance with questions and recommendations
- Maintains confidential and sensitive information in accordance with the Florida Department of health information security policy, Protocols and Procedures
- Preparing monthly DCF report included invoice provided by DOH finance team including the information regarding licensing activity monthly such total of licenses provided; close; total number of childcare slots based on approved license capacity; total of number of inspections from LFCCH, FCCH, CCF and School readiness; Total of number of complaints for licensed and illegal providers; consultations; administrative actions
- Preparing invoices monthly for incoming renewals requesting assistance to EHD manager, reviewing new methods to make the process effective, sending the renewal packet including the invoice to the facilities/providers and merged documents; reviewing the documentation requested and updating the excel spreadsheet for the administrator review
- Created an excel macro including 419 childcare facilities renewal applications, invoices, instruction letter and late memorandum fee attachments, also with the administrator help included a poll where the operators could notify the department that the email and all the documents attached were received
- Identifying articles from the local rules that are not being applied in the past correctly and communicate the administrator working to find the best solution

September 2020 - January 2022

**Environmental Specialist II Field Inspector / Florida Health Palm Beach County**

- Investigated law violation complaints to minimize risks to children
  - Collected and analyzed corroborative evidence, performed various record searches, reviewed legal documents, notices of non-compliance, citations, administrative complaints, and other administrative processes as required
  - Conducted quarterly inspections for 10 Family- Large Family childcare homes and trimestral 40 Child Care facilities in designated area
  - Reviewed, interpreted, and communicated current and proposed legislation to determine applicability for Child
  - Care Facilities, Family and Large Family Child Care Homes, School Readiness and Private schools
  - Meet with property owners, engineers, architects, and attorneys to provide consultation and technical assistance on the design of facilities and the resolution of environmental and/or physical plant issues and problems
  - Presented to Palm Beach Council Members new facilities applying for a new license, using Microsoft
  - Power Point presentation including Site Plans/ Floor Plans, Measurements, Pictures, and documentation required to the license get approved.
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## **EDUCATION**

2017

**Paralegal Certificate**

**HoustonCommunity College**, Houston, TX

July 2014

**No Degree**

**Stanford University**, Stanford, CA, Colombia

**Child Welfare Licensing Counselor (Florida Certification Board**

**Stanford University**, Palo Alto, CA

July 2015

**J.D. Law**

**Universidad De Medellin**, Medellin-Colombia