

VICTOR RAMIREZ

Business Development, Partnerships & Operations

International Experience | U.S.-Based Companies | Remote Operations | English & Spanish

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PROFESSIONAL PROFILE

Business Development and Operations professional with 7+ years of experience supporting business growth, strategic partnerships, project execution, client relationships, and operational leadership. Experienced working with U.S.-based companies in remote and international environments, with a strong foundation in Business Administration and International Business.

Skilled in developing strategic partnerships, supporting market expansion, coordinating cross-functional initiatives, improving business processes, and analyzing financial and operational information to support business decisions.

Bilingual in English and Spanish with experience working across healthcare, professional services, and business operations.

EDUCATION

Bachelor of Arts in Business Administration
Minor in International Business
Keiser University | Miami, Florida
2018

CORE COMPETENCIES

Business Development & Partnerships

- Strategic Business Development
- Strategic Partnerships
- Market Expansion
- Business Growth Initiatives
- Provider & Partner Relations
- Opportunity Development
- Relationship Management

Operations & Project Management

- Operations Management
- Project Management
- Cross-Functional Leadership
- Process Improvement
- Workflow Optimization
- Operational Planning
- Stakeholder Management

Financial & Commercial Operations

- Financial Analysis
- Account Reconciliation
- Collections Management
- Operational Reporting
- Business Proposals
- Financial & Operational Planning
- Compliance & Documentation

Client & Account Management

- Account Management
- Client Relationship Management
- Client Onboarding
- Customer Retention
- Case Management
- Client Communications

Technology

- Microsoft Office Suite
- Advanced Business Reporting
- CRM Software
- Microsoft Project
- Canva

PROFESSIONAL EXPERIENCE

Operations Manager | American Financial & Tax

U.S.-Based Company | Remote
November 2022 – August 2026

- Managed a portfolio of client accounts, serving as a primary liaison for compliance, case management, and resolution of complex client matters.
- Coordinated client documentation, collections, account follow-up, and operational processes.
- Supported executive leadership through client management strategy and operational coordination.
- Optimized internal workflows and improved communication between clients and internal teams.
- Assisted in resolving complex client issues while maintaining strong customer service and relationship management.
- Supported financial and operational activities involving account reconciliation, documentation, collections, and reporting.

Director of Business Development | HyperBeRx

U.S.-Based Venture | Remote | Part-Time /
Venture Development
June 2025 – August 2026

- Led business development and operational launch initiatives for CMS-certified hyperbaric oxygen therapy facilities.
- Developed strategic partnerships with physicians and healthcare providers to support referral networks and revenue growth.
- Supported market expansion through targeted outreach, territory analysis, relationship development, and partner engagement.
- Coordinated business development, marketing, and operational activities supporting clinic launch objectives.
- Supported business planning, growth strategies, and provider engagement initiatives.
- Developed relationships with external stakeholders to support commercial growth and expansion opportunities.

Project Manager | Healing Labs

U.S.-Based Venture | Remote | Consulting /
Project-Based
March 2025 – December 2025

- Managed cross-functional projects supporting healthcare and wellness initiatives.
- Coordinated operational, financial, and marketing activities to support project objectives.
- Supported business growth strategies, partnership development, and process improvement initiatives.
- Prepared business proposals, financial analyses, and operational plans to support organizational growth.
- Coordinated stakeholders and activities across multiple business functions to move projects forward.

ADDITIONAL PROFESSIONAL EXPERIENCE

Operations & Healthcare Administration 2018 – 2022

- Coordinated import and export operations, logistics planning, compliance documentation, and international communications for a multinational organization.
- Supported healthcare administration functions including insurance claims processing, Medicare billing, account reconciliation, and documentation compliance.
- Provided bilingual communication and client-facing support in fast-paced, regulated environments.
- Maintained accuracy, documentation standards, and service quality while managing multiple operational priorities.

Languages

- English – Native/Bilingual Proficiency
- Spanish – Native/Bilingual Proficiency