

## RESUME

**Aude M.L. Sicard**  
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**Objective:** Contribute to the accomplishment of the goals and objectives for the achievement of the organization's mission statement.

**Education:**

- Master in Business Administration/Health Care Management (MBA/HCM) at University of Phoenix. 2007
- Bachelor in Criminal Justice with a Minor in Political Sciences at Florida International University. 1995
- Associate in Sciences in Business Administration/Management at the Miami Dade Community College. 1989

**Experience:** **Jackson Health System from 1984 to Present in different capacities.**  
**1611 NW 12th Avenue, Miami, FL 33136**

**2007 - Present: Managed Healthcare Analyst**  
**Managed Care Contracting Division**

Negotiate and manage financially viable managed care contracts and apply managed care principles to all operations of Managed Care Contracting. Provide on-going financial analysis to support Managed Care initiatives. Review and propose contract language and rate schedules. Process providers credentialing documents and enrollment responsibilities Monitor contract performances and work closely with providers to manage contract implementation. Keep abreast of applicable changes relative to contracting. Act as liaison among departmental personnel seeking assistance on contractual issues Conduct feasibility studies. Review and implement governmental programs. Apply State and Federal laws that regulate the industry.

**2002 – 2007 Manager/Finance Division**

The Cuban Haitian Refugee Program is a federally funded healthcare program.

- Responsible for the management of a \$12 Million dollars federally funded grant program.
- Prepare and negotiate grant contract with the State. Prepare budget.
- Develop strategies to outreach target population and obtain consistency in the measurements of performance.
- Monitor program website in order to coordinate information updates as needed.
- Maintain liaison between the Cuban Haitian Refugee Programs and governmental entities, community based, faith-based organizations, and schools, to resolve health care access issues for immigrants.
- Ensure that all Federal, State and local immigration laws are satisfied for enrollment to the program. Conduct training sessions for other finance/admission employees to educate them on eligibility criteria.
- Advise patients on educational, social, cultural, and financial concerns.
- Organize, conduct and/or participate in seminars, conferences and other community activities to advise patients on immigration issues and their eligibility to the program in order to increase enrollment.
- Develop, maintain, and nurture relationship with other agency providers, and the media.
- Deliver presentations to faculty, staff, and student groups.
- Chair the Refugee Health Committee for the State of Florida.
- Serve as a Designated Hospital Official and/or Responsible Staff for the Department of Health and/or the Department of State.
- Maintain confidentiality of patient records in accordance with Hospital, State and Federal regulations. Supervise 5 employees.

➤ **1995-2002 Central Nursing Services: Personnel Coordinator**

Screen and examine applications for employment, conduct applicants testing. Coordinate and serve as liaison between patients and personnel agencies. Supply staffing personnel to floors as necessary. Review agency personnel's file for accurate certification. Assist with RFPs for agency contracts. Provide utilization reports. Perform related work in human resources management. Assist in the coordination of site visits, ensure billing for the services provided and coordinate the transfer of funds.

**1990 – 1995 Hospital Services Supervisor - Anesthesia Professional Division.**

- Supervised 13 employees. Evaluate performance, hire and fire employees. Schedule staff and monitor payroll concerns. Negotiate grievances with the union. Responsible for the purchase of all medical equipment and office

supplies. Responsible for the compliance of all JCAHO, OSHA and other safety requirements mandated by State, local and federal government. Conducted mandatory in-services, train new employees.

**1984 – 1990      Medical Secretary II/Administrative Assistant**

As the Assistant Administrator of Pathology Services, my duties were to maintain employees' files, process payroll, renew pathology licensure and monitor employee's licenses. Record minutes at meetings.

**Interests:**

Radio host WLQY 1320AM (2014) WSRF 1580AM (2004, 2012), Radio Mega 1700AM (2013)  
President, Haitian American Democratic Club – 2010 to Present  
Columnist for Main Stream newspaper about health care 2005  
Member of National Health Policy Council  
Promote the annual "Uninsured Week"  
Hosted radio show in Radio Mega and a television shows on "Access to Health Care" WLRN - 2004  
Chair of Florida's Refugee Health "Health & Mental Health Sub-Committee" in Miami-Dade County 2006  
President and Founder of Women Alliance of Miami-Dade & Broward, Inc. not-for-profit since 1998  
Promote Florida Kid Care Open Enrollment Campaign  
Educate community about changes with Medicaid/Medicare via radio or television programs.

**Awards:**

Certificate of Appreciation from Haitian American Democratic Club of Broward – November 2019  
Certificate of completion from Leadership Broward – June, 2016  
Registration to the U.S Congressional Record Congresswoman Frederica Wilson – December, 2015  
Proclamation State Representative Daphne Campbell – January, 2016  
Certificate of Appreciation City of North Miami Commissioner Alix Desulme – January, 2016  
Proclamation December 17 "Aude M. Sicard' Day" Miami-Dade County Commission Chamber  
Award from the Haitian American Democratic Club of Broward October, 2015  
Award Women of Distinction from Lauderhill Chamber of Commerce, March 2015  
Certificate of Appreciation Jackson Health System for 30 years of Service December, 2013  
Certificate of Appreciation Miami-Dade County Census 2010  
Award for Breast Cancer Awareness Project by University of Miami – Partners in Action 2009  
Certificate of Appreciation, City of North Miami - 2007  
Article about Immigrant Elders Access to Health Care featured in Florida Commission on the Status of Women, 2006 Annual Report  
Certificate of Appreciation – Miami-Dade County Mayor and Commissioners – 2006  
**Certificate of Appreciation, Jackson Health System – 2005**  
Certificate of Appreciation, City of Miami Mayor Manny Diaz – 2005  
**Certificate of Appreciation, Jackson Health System, contribution to hurricane victims – 2004**  
Certification of Appreciation, Alliance for Human Services - 2004  
**Finance Employee of the Year 2004 - Jackson Health System**  
Certificate of Appreciation, Florida Depart. Of Health, Bureau of TB & Refugee Health - 2004  
Plaque – In the Company of Women Award 2003  
Proclamation: Miami-Dade County, Mayor Alex Penelas - 2002  
Certificate, Commission on the Status of Women City of Miami - 2002  
Award, Hispaniola - 2002  
Proclamation, Commissioner Barbara Carey-Shuler, "Women of Distinction"- 2001  
Proclamation, Miami-Dade County Commissioners for Immigration Advocacy – 2000