

Florestella Ruiz-Ruptier, DDS

San Antonio, TX 78258

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Professional Summary

Experienced dentist and business administrator with a strong background in clinical review, insurance compliance, and operational management. Skilled in risk assessment, audit support, and workflow optimization within healthcare and business environments. Combines analytical thinking, leadership, and cross-functional collaboration to drive accuracy, efficiency, and organizational growth.

Education

University of Texas System

- Doctor of Dental Surgery – UTHSCSA, 2016
 - Master of Science in Biology – UTRGV, 2011
 - Bachelor of Science in Biology – UTRGV, 2009
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Professional Experience

Associate Dentist – 7 to 7 Dental

San Antonio, TX | July 2025–Present

Deliver comprehensive general dentistry in a fast-paced, multi-provider practice serving diverse patient populations. Diagnose and treat emergency and routine cases, including restorative, endodontic, prosthodontic, and surgical procedures. Maintain efficiency and precision while ensuring patient comfort and quality of care.

Volunteer Dentist – San Antonio Christian Dental Clinic

San Antonio, TX | June 2025–Present

Provide comprehensive dental care to transient and underserved populations as part of a

faith-based nonprofit mission. Focus on emergency care, patient education, and compassionate service delivery in a high-need setting.

Business Administrator – NuBuilt LLC

San Antonio, TX | 2018–2025

Oversee business operations and administrative management for a family-owned real estate and construction company. Manage all back-end systems, financial workflows, and compliance documentation while serving as liaison between ownership, CPA, and contractors.

- Handled bookkeeping and financial organization, including expense tracking, reconciliations, and budget forecasting using QuickBooks Online.
- Coordinated directly with the CPA for tax preparation, quarterly filings, and entity documentation.
- Managed licensing, permits, and vendor contracts to ensure regulatory compliance.
- Maintained internal systems for project documentation, invoices, and capital expenditures.
- Supported strategic planning for real estate investments, construction projects, and business development initiatives.
- Improved financial reporting accuracy and CPA coordination efficiency by streamlining documentation and internal processes.

Clinical Reviewer – MCNA Dental

San Antonio, TX | 2016–2022

Leveraged clinical and coding expertise to evaluate dental claims and preauthorizations for accuracy, necessity, and policy alignment across Medicaid and commercial plans. Identified claim trends and compliance risks, supporting audit initiatives and fraud-prevention protocols. Partnered with management to develop consistent review standards and optimize workflow efficiency.

- Reviewed and adjudicated hundreds of dental claims weekly, ensuring adherence to CDT coding and benefit policy guidelines.

- Collaborated with compliance teams to enhance internal audit accuracy and mitigate potential risk exposure.
- Developed reviewer training tools to improve decision consistency and quality assurance outcomes.

Associate Dentist – Ideal Dental

San Antonio, TX | 2016–2017

Provided comprehensive general dentistry to diverse patients in a high-volume practice. Performed restorative, surgical, and prosthodontic procedures and built trust with Spanish-speaking patients to improve communication and case acceptance.

Member Advocate – MCNA Dental

Remote | Late 2011–June 2012

Supported Medicaid and CHIP members in accessing dental benefits. Acted as liaison between patients, providers, and internal teams to ensure continuity of care and benefit utilization.

Skills & Languages

- Fluent in Spanish
- Proficient in Dentrix, Open Dental, Microsoft Office, Excel, and PowerPoint
- Knowledge of insurance operations, risk management, and compliance review
- Skilled in QuickBooks Online, documentation systems, and audit coordination
- Fast learner with strong adaptability, organizational, and analytical skills

References

Available upon request