

Andrea Moulding

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Skills

HTML. CSS. Javascript. NodeJS and JQuery. EmberJS. PostgreSQL, Ruby. Microsoft suite. Google Docs. Epic (Medical Records System). Computer Aided Drafting. Troubleshooting basic mobile device issues.

Education:

Currently at Portland Code School.

Project management at PCC.

Graduated from the University of Utah in Summer 2004 with a BFA in Theater Design. Graduated with Honors 1999 from West High School.

Nerd Pass times: Game Design, Hiking, Cooking and Comic books.

Employment History:

Legal Assistant at Cascadia Disability Law

January 2014 to April 2014 - Maintaining and organizing files, conducting legal research, drafting documents, and managing office work flow.

Product Support Specialist with Kroger

December 2012 to November 2013 – Kroger. Main duties: Managing queries regarding products, managing product documentation, conducting research and resolving concerns regarding products.

Quality Analyst for Xerox

May 2011 to October 2012– Main Duties: Accessing quality standards of agents. Analyzing and documenting trends for the call center. Assisting in training and coaching to promote quality standards.

Patient Registrar at Kapiolani Medical Center for Women and Children.

July 2006 to September 2010- Main Duties: Using Epic medical record system to input patient information for inpatient and outpatient procedures. Compiling correct documents and insurance records for hospital.

