Rebecca Chacko

Frisco, TX | 214-562-0819 | Bachacko1@gmail.com | linkedin.com/in/rebeccachacko22

Education

B.S. BUSINESS COMPUTER INFORMATION SYSTEMS | JULY 2023 | UNIVERSITY OF NORTH TEXAS
- Dean's List
- **Capstone Project:** Smith & Wesson Business Strategy, Team Lead, led a team in developing and implementing a comprehensive business strategy for Smith & Wesson, addressing market challenges, and optimizing operations.
- **Capstone Project:** Vehicle Maintenance Project, Project Lead, led a team in improving the Vehicle Maintenance system by implementing database enhancements through Microsoft Access.

Skills

- **Professional Skills**: Collaboration | Communication | Analytical | Problem-Solving | Time Management | Quick Learner | Adaptable
- **Technical Skills:** MS Office | MS Project | MS Visio | Tableau | MS Power BI | Java | R | SQL | MacOS | Windows | EPIC

Work Experience

ACCESS SERVICES REPRESENTATIVE| BAYLOR SCOTT & WHITE MEDICAL CENTER | DEC. 2023 - PRESENT
- Utilized knowledge of electronic medical record systems and medical terminology to perform diverse data entry tasks.
- Secured patient information and confidential medical records in compliance with HIPAA privacy rule standards to protect patient privacy.
- Assisted patients with financial inquiries, working collaboratively to identify solutions that met both their needs and the organization's requirements.

DATA ENTRY ANALYST | KUMON NORTH AMERICA, INC. | MAY 2017 – NOV. 2023
- Accurately entered and updated over 500 data records daily in the company database.
- Performed thorough audits of existing databases to identify discrepancies and rectify inaccuracies as necessary.
- Ensured data integrity by consistently cross-referencing sources and double-checking entered information.

Projects

SALES PERFORMANCE DASHBOARD PROJECT| MAY 2023
- Developed an interactive sales dashboard using Power BI to visualize sales trends, utilizing data extracted from SQL Server.
- Extracted and transformed data from multiple sources, enhancing decision-making for sales managers.

BUSINESS DATA COMMUNICATIONS & NETWORKING PRACTICAL PROJECT | JULY 2022 – AUG. 2022
- Managing virtual environments with Microsoft Hyper-V and Oracle's VirtualBox software on two Windows Server 2019 servers and one Windows 10 Pro workstation.
- Configuring connectivity, DHCP, DNS settings, and using command-line tools.
- Created organizational units and active directories for eight virtual employees to manage group policies, access, and file sharing.