Rebecca Chacko

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Education

B.S. BUSINESS COMPUTER INFORMATION SYSTEMS | UNIVERSITY OF NORTH TEXAS | JULY 2023

- 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 HEALTH | DEC. 2023 - PRESENT

- Organize and maintain records by updating and obtaining both personal and financial information from patients.
- Maintain confidentiality of patient records per HIPAA regulations.
- Perform data entry of patient records and billing information into computer systems accurately and timely.

DATA ENTRY ANALYST | KUMON AMERICA, INC. | MAY 2017 – NOV. 2023

- Performed data entry into multiple databases and spreadsheets accurately and efficiently.
- Generated summary reports for review by management on a daily basis.

Projects

SALES PERFORMANCE DASHBOARD PROJECT| MAY 2023

- Developed an interactive 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

- Managed Microsoft Hyper-V and Oracle's VirtualBox software on two Windows Server 2019 servers and one Windows 10 Pro workstation.
- Used command-line tools to configure connectivity, DHCP, DNS settings.
- Created user accounts in active directory for eight virtual employees to manage group policies, access, and file sharing.