

Carrie Wright

Education

UNCW, Wilmington, NC

Certificate in Multimedia and Instructional Web Development – completion date – Fall 2020

Masters in Instructional Technology – GPA: 4.0, graduated May 9, 2020

Bachelor of Science in Criminology – GPA: 3.5165

Coastal Carolina Community College, Jacksonville, NC – July 2015

Associates of Arts, GPA: 3.917

Alamance Community College, Graham, NC – May 2005

A.A.S. Medical Office Administration, GPA: 3.853

Certificate in Medical Transcription

Skills

Technical Skills

- Microsoft Teams, Word, Ppt, Excel, Access
- Microsoft Outlook
- Microsoft Teams
- Allscripts EHR/PM (electronic health records, practice management)
- Dreamweaver
- Adobe Photoshop, Illustrator, Articulate Storyline
- HTML, JavaScript, CSS coding – intermediate level
- Google Drive, Slides, Docs, Forms
- Zoom, Skype
- Dropbox, OneDrive
- Screencast-o-matic
- MIT App Inventor – beginner to intermediate level
- Minecraft -Created learning module for adults w/disabilities
- Office Equipment (Fax, printer, copier, multiline phone)

Skills

- Instructional Technology Design
- Project Management
- Records Management
- Research Skills
- Word Processing (50+ wpm)
- Editing/Proofreading
- Organization
- Transcription
- Multitasking
- Data Entry
- Problem Solving
- Troubleshooting
- Analysis
- Training/Implementation
- Creating Forms/Documents
- Teamwork/Independent Worker

Professional Experience

Graduate Assistant (January 2019 – April 2019)

UNC-W, Watson School of Education, Wilmington, NC

- Provide administrative support for Assistant Professor Amelia Moody
- Research Assistant for study on K-2nd grade, autism and robotics
- Creating introductory learning modules on robotics in Articulate 360 for teachers at DC Virgo Prep Academy

Work Study (Sept 2018 – Dec 2018)

Cape Fear Museum, Wilmington, NC

- Administrative support under Jessica Sisco, Administrative Specialist
- Assisted in a support role with educational events

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Volunteer (January 2016 – Aug 2016)

Onslow County Probation Office on Court Street, Jacksonville, NC

(Supervised by Carroll Henry)

- Observed probation violation cases in Onslow County Superior Court
- Learned about different levels of probation, intake process, rehabilitation programs
- Observe the use of different software programs/forms used to process individuals into the system

Administrative Specialist (Feb 2006 to Sept 2019)

Onslow Surgical Clinic (Onslow Ambulatory Services), Jacksonville, NC

- Medical Records, Medical Transcription, Data Entry
- Maintained provider database, office correspondence
- Prepared surgery packets
- Preparing/Distributing daily office schedule for doctors and staff
- Maintained, created, and edited templates for office notes, letters, forms, etc. in EHR (electronic health records)
- Verifying patient insurance
- Ran weekly reports for EHR meaningful use, diagnosing and fixing issues to meet required standards
- Problem solving for office equipment, electronic charts, Allscripts EHR and PM (practice management system)
- Maintained patient portal information
- Created forms/spreadsheets in Microsoft Word/Excel
- Learned/implemented/trained on new programs

Survey/Invoice Specialist 2005 – 2006

Omega World Travel, White Street, Jacksonville, NC

- Conducted phone surveys, prepared findings report in Excel, Faxed requested invoices to customers/agents

Temp Worker

Pro-Type Staffing, assigned to Brochure Specialists LLC, Jacksonville, NC

- Analyze job orders for specifications needed
- Enter customer information in database
- Enter job data in software and prepare price quotes for customers

Work Study – Human Resources (2003-2005)

Alamance Community College

- Reviewed applications that all the required materials had been submitted, organized for screening committee
- Called applicants when other documentation was needed
- Prepared rejection letters using MS Word Mail Merge
- Managed records of full/part-time employees and office files
- Prepared report of new hires monthly
- Receive/Distribute leave requests and perform quarterly audits
- Greet people and direct them to the proper department
- Assisted at registration time and with events when needed

Supervisor Assistant (2002-2003)

Matchpoint Enterprises, LLC (promoted from temp worker to permanent)

- Created/Printed UPC labels for products
- Assisted supervisor with incoming/outgoing merchandise/orders, inventory management
- Supervised eight or more employees with packaging and shipping