

CHARLENE M. MITCHELL, MBA

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SUMMARY OF QUALIFICATIONS

- Java software developer with a strong background in client-facing and leadership roles.
- Certified Six Sigma Green Belt skilled in process improvement and complex problem-solving.
- Proficient in Agile/Scrum environments, collaborating within cross-functional teams.
- Expertise in multiple Electronic Medical Record (EMR) software systems and rapid system adaptation.
- Accomplished informal Project Manager with strong organizational and time management skills.
- Exceptional written communication skills for both formal and informal reporting.

TECHNICAL SKILLS

Proficient in:

- PostgreSQL, SQL, Java, Spring Boot, HTML, CSS, JavaScript, Vue.js, Responsive Design,
- IntelliJ, Git, Unit Testing (JUnit), E/R diagrams, Integration Testing, Firebase,
- Agile, Scrum, User Stories, Trello, Google API's, Cloudinary API, MVC, DAO, REST API's,
- Object Oriented Programming (OOP), Slack

Certification:

- Six Sigma Green Belt

TECHNICAL EXPERIENCE

Candy Store Cash Register:

- Designed and developed a CLI application to manage inventory, customer transactions, and change calculations.
- Implemented unit tests to ensure application functionality.
- Utilized Object-Oriented Programming (OOP) and logical problem-solving.

Money Transfer Application:

- Created a CLI application with MVC and DAO design, connecting to a local server and database.
- Enabled user management, tracking of transfer history, and transaction retrieval.
- Utilized Java, Spring Boot, JUnit, PostgreSQL, and REST APIs.

City Tours Application:

- Developed a full-stack City Tours web app using Vue.js, Java, Spring Boot, and PostgreSQL.
- Established a backend database, incorporated RESTful API endpoints, and facilitated CRUD operations.
- Integrated Google Maps APIs for landmark pinning and travel route creation.
- Utilized JavaScript, Java, MVC, DAO, HTML, CSS, IntelliJ, Git, and more.

EDUCATION

Tech Elevator, Columbus, OH

May 2023 - August 2023

Certificate of Completion: Java Web Application Development Bootcamp

Graduated a 14-week full-stack coding bootcamp learning how to create dynamic web-based software systems using Java, providing 800+ hours of development education and application.

Ashland University - Ashland, OH

2014 - 2016

Master of Business Administration (MBA) Focus: Executive/Project Management

Ohio University - Athens, OH

2009 - 2012

Doctor of Physical Therapy (DPT)

Ohio Wesleyan University - Delaware, OH

2003 - 2006

Bachelor of Arts Degree (BA) Major: Biology; Minor: Psychology

PROFESSIONAL EXPERIENCE

Central Ohio Primary Care Physicians (COPC), Columbus, OH

2019 – 2023

Lead Physical Therapist

Summary: Managed and promoted therapy services within COPC with focus on increasing the number and quality of referrals to therapy. Implemented and evaluated program policies and procedures to provide effective clinical support services. Assisted and supported Therapy Director in goal to provide quality and timely services to patients.

- Managed therapy services, focused on increasing referrals, and implemented program policies.
- Achieved a 48-hour efficiency improvement in training new therapists on the EMR system.
- Served as an EMR software super-user, providing troubleshooting support.
- Collaborated with leadership to target suitable patients for therapy assessment.
- Conducted monthly educational and training sessions for clinical staff.

NovaCare Rehabilitation, Delaware, OH

2016 – 2018

Clinic Director

Summary: Supervised all aspects of the operations including but not limited to regulatory compliance, patient care, staffing, billing and collections, sales and marketing, facility maintenance, reporting and documentation.

- Identified new business opportunities, new referral sources and acquisitions, and led sales and marketing efforts, utilizing Salesforce.
- Oversaw clinic operations, including regulatory compliance, patient care, and sales and marketing.
- Implemented Six Sigma Methodology to reduce the cancel/no-show rate by 10%.
- Managed expenses, conducted quality assurance audits, and monitored key performance metrics.