

Cynthia Huertas
<https://github.com/CyndiCodes>
E: Huertascyn@gmail.com
C: 267-370-4487

Education:

Associate in Arts: Business General, Community
College of Philadelphia

Present - Full-Stack Web Development Certification
UPENN

Technologies:

HTML	NODE.JS	PROGRESSIVE WEB
CSS	OBJECT ORIENTED	APPLICATIONS(pwa)ND
MYSQL	PROGRAMMING (OOP)	FORMULAS)
JAVASCRIPT	EXPRESS.JS	
GIT	SQL	REACT
WEB APIS	OBJECT RELATIONAL	MERN
THIRD PARTY APIS	MAPPING (ORM)	STATE
SERVER-SIDE APIS	MODEL-VIEW CONTROLLER	
	(mvc)	
	NOSQL	

Microsoft 365 Suite (intermediate) ~ Excel (advanced) (VLOOKUP, PIVOT TABLES, MACROS, FUNCTIONS A

Experience:

Beyond Finance (FinTech)- 8/2022 - 9/2023

- debt settlement specialist
- customer service phone representative 30-60 incoming/outgoing calls daily

Envision Healthcare 10/2021 - 8/2022 Accounts Receivable Clerk

- Process and reply to client medical insurance requests/appeals
- Quality assurance of records and client information
- Operate within databases Citrix and IDM find
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Congreso de Latinos Unidos 2016 - 2020 (promoted several times within the agency, see below):

Site Coordinator 10/2019 - 5/2020

- Coordinated community programs for small and large groups (50-300 clients and staff)
- Managed large spending accounts and related reporting (\$15,000-\$50,000 quarterly)
- Led internal and external forums and trainings
- Interviewed potential staff and clients

Data Entry Specialist 4/2018 - 10/2019

- Grant/Contract writing to secure additional funding
- Conducted internal/external audits for Quality Assurance
- Internal and external reporting daily, weekly, quarterly, and yearly contract benchmarks
- Managed 3 databases: Cityspan, Wits and Unidad,
- Worked directly with client base: built relationships and client funnels (30-50 clients)
- Trained new employees