

Darraneica Robinson

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L [LinkedIn](#)

G [GitHub](#)

SKILLS

Data Entry | **Microsoft Excel - Detailed-Oriented – Critical Thinking**
Front-End Development | **JavaScript – HTML – CSS**
Back-End Development | **Python – Java – SQL – C++**
Technology | **Troubleshooting – Analytical – Agile Methodologies – Problem-solving**
Soft Skills | **Creativity – Active Listening – Adaptability – Time Management**

EXPERIENCE

MEDICAL REVIEW INSTITUTE OF AMERICA

Case Analyst | Jun 2024 | West Valley City, UT

- Prepared detailed reports and documentation for submissions and compliance audits.
- Utilized pharmacy software and databases to manage and organize patient records.
- Collaborated with healthcare professionals to provide evidence for cases.
- Developed Power BI reports to identify key metrics and provide insight on case unit trends and performance.

ASTON CARTER

Data Entry Specialist | Aug 2023 – Sep 2023 | Phoenix, AZ

- Conducted thorough reviews of catalogs to identify and correct errors and incompatibilities.
- Audited google docs spreadsheets, meticulously confirming alignment of names, images, and taxonomy with convenience and grocery barcodes for accuracy.
- Performed daily audits of over 50 cases utilizing google spreadsheets, ensuring accuracy and compliance with established protocols.

1-800-FLOWERS.COM

Data Entry Specialist | Oct 2021 – Dec 2021 | Westerville, OH

- Reviewed data diligently to discover errors and resolve any discrepancies.
- Updated customer data through Microsoft Excel spreadsheets, verifying accuracy and consistency.
- Successfully navigated multiple systems and effectively managed concurrent projects, showcasing strong multitasking abilities.

AEROTEK

Data Entry Specialist | Aug 2020 – Feb 2021 | Denver, CO

- Utilized Salesforce to manage and process over 100 cases, demonstrating proficiency in case management and problem-solving within the system.
- Administered the enrollment of employees in health insurance benefits, guaranteeing a smooth and precise procedure.

EDUCATION

Strayer University
Washington, D.C.
4.0 GPA

COURSEWORK

Data Analytics I
Project Management
Computer Programming Design
Operating Systems
Object-Oriented Programming
Data Warehouse Planning
C++ Programming I
SQL Programming
Java I & II

PROJECTS

[Portfolio Website](#)
[Weather App](#)

HONORS & AWARDS

President's List
Summa cum Laude
Honor's Student
Alpha Sigma Lambda

