KAITLYN STEAGALL

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OBJECTIVE

To use up-to-date coding practices to create premium front-end code for (insert business name)/your clients.

EXPERIENCE & ATTRIBUTES

- HTML
- Detail Oriented
- Valued team player
- CSS
- Motivated learner
- Self-sufficient
- Bootstrap
- Client focused
- Engaged and accountable worker

EDUCATION

University of Oregon Coding Bootcamp   **July 2019 – Present**

Portland Community College   **Spring 2013**
GPA: 4.0

Tigard High School   **2008 – 2012**
GPA: 3.56, Graduated with Honors

WORK HISTORY

The Oregon Clinic

Patient Account Representative   **April 2018 – Present**

- Utilize the internal patient database to prepare patients for billing notices or collections.
- Make use of external patient databases to update patient accounts.
- Work with patients to resolve their questions and concerns with their invoices.

Information Desk   **Dec 2016 – April 2018**

- Provide clear direction to patients who need help finding their appointment.

Regal Entertainment Group

Associate Manager   **July 2014 – June 2017**

- Collaborate with my co-managers to direct and lead a large team of employees in the completion of assigned tasks.
- Assist employees as necessary to ensure business needs are met.
- Work with digital projectors.
- Build trailer packages.
- Facilitate accurate and correct filing of business records.

Floor Staff   **April 2012 – July 2014**

- Employee of the Month in July 2012 and April 2014.
- Usher and Box Office and Concessions Cashier.

Chipotle Mexican Grill

Crew Member   **May 2015 – Nov 2016**

- Provide food service and an excellent customer service experience.

REFERENCES

Reference 1

Relation to me: Former/Current Co-worker/Manager at (insert location)
Phone#: (000)000-0000
Email: blank@blank.com

Reference 2

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Phone#: (000)000-0000
Email: blank@blank.com

Reference 3

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