

Kathleen Pacheco

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Summary

My previous employment has helped me gain experience in customer service and basic computer skills. I have completed the Google IT Support Professional Certificate — an eight-month intensive IT support program that covers troubleshooting, customer service, networking, operating systems, system administration, and security, and includes evaluative hands-on assessments. Most recently, I have completed a course and passed the certification test for HTML Developer and JavaScript Developer with W3Schools. I am currently taking a CSS course with W3Schools.

Education

January 2024

W3Schools JavaScript Developer

July 2023

W3Schools HTML Developer

May 2023

Google IT Support Professional Certificate

December 2021

**National Healthcareer Association,
Certified Medical Administrative Assistant**

Job experience

02/07/2022 - 03/20/2023

Certified Medical Assistant, Wellstar Douglasville Medical Center

I worked as a Medical Assistant in a busy health clinic with multiple doctors. I checked in patients by obtaining vital signs and recording and updating all patient data including allergies, current medications and medical history accurately in their records. Assist with treatments, coordinating tests and follow-up care and recording treatment in the medical record. Learned how to manage all patients records on Wellstar computer system which also included completing and maintaining daily logs, reports, and documentation for refrigerators containing vaccines. Calling patients and contacting them through the Wellstar patient app about lab results, medication refill requests, patient calls, requests of advice and other information. I helped train new employees and informed them how to accurately use the computer systems used by the company.

Projects

Weather App - You can view my weather app [here](#).

- Developed a weather application using HTML, JavaScript, and CSS.
- Integrated a weather API to fetch real-time weather data and display it to users.
- Implemented responsive design for optimal user experience on various devices.
- Demonstrated proficiency in front-end development and API integration.

This app is hosted on AWS and the backend is Node.js

Shopify store

I utilized Shopify to gain hands-on experience in various functions of the platform.

- Demonstrated proficiency in setting up and managing product listings, inventory tracking, and order processing within the Shopify environment.
- Developed a keen understanding of Shopify's backend functionalities, including theme customization, payment gateways, and shipping configurations.
- Implemented effective strategies to enhance the online shopping experience for customers through Shopify's features.

Remote Work Setup

Home Office Environment:

- Equipped with a MacBook laptop, high-resolution monitor, and ergonomic desk setup for optimal productivity.
- Configured a private and quiet working area, minimizing distractions and ensuring a conducive environment for focused work.

Career Objective

Dedicated and aspiring professional with a passion for technology and web development. Seeking a challenging role in the IT industry, with a focus on becoming a skilled NetSuite and web developer. Committed to continuous learning and growth, I aim to contribute innovative solutions to enhance organizational efficiency and web-based applications.