

KENDALL ARCEO

Full-stack Web Developer

arceokendall@gmail.com
<https://github.com/Kendall-Arceo>
713-405-9203

EDUCATION

University of Texas at Austin, Coding Bootcamp

Nov 2019 - June 2020 | Houston, TX

Texas A&M University, B.S in Nutritional Sciences

Aug 2014 - Dec 2018 | College Station, TX

SKILLS

Web Development
Mobile Development
User Interface Design
User Experience
Data Analytics

TOOLBOX

Front-End Development

HTML
CSS
Javascript
jQuery
ES6
Bootstrap 4
Materialize

Back-End Development

Heroku
React JS, JSX, Props, State, React Hooks
MySQL
Node.JS
Mongo DB, Mongoose, MERN Stack
MVC, Sequelize
OOP
Express.JS
PWA (Service Workers, Web Packs)

Algorithms

Benchmark, Binary Search, Selection Sort,
Insertion Sort, Quick Sort, Lodash, Big-O,
Data Structures

Other Languages

English (native), Tagalog (fluent)

INTERESTS

Video Games, Fitness, & Japanese Cars (JDM)

EXPERIENCE

Harris Health System Community Health Choice

Billing Coordinator | Mar 2020 - Present | Houston, TX

- Balanced monthly billing statements for existing clients entered into the billing system and facilitated monetary adjustments on CMS databases running on MySQL.
- Reconciled revenue with 50 - 100 clients and approximately 150 - 200 accounts weekly.
- Coordinated with premium billing associates to ensure information is conveyed accurately and within the designated timeline.

Member Services Rep I | Mar 2019 - Mar 2020 | Houston, TX

- Orchestrated quality customer services to health plan members and maintained all departmental productivity, quality, and timeless standards.
- Assisted in training of new employees, cross-training internal members on software programs such as Salesforce & QXNT and additional guidance on current medical care eligibility.

Angelus Health Services

Administrative Assistant I | Jan 2019 - Mar 2019 | Houston, TX

- Managed all front-office activity to optimize facility workflow, assisted in patient management, and provided comprehensive administrative support with clinical and office managers.
- Created and maintained confidential patient files abided by HIPAA Regulations.
- Used Kinnser Program to automate patient records management.

TX A&M Medical Sciences Library

Library Assistant | Apr 2017 - Dec 2018 | College Station, TX

- Accessed to over 100+ student computers; assisted with IT & Troubleshooting.
- Answered and processed requests through phone and library website. Requests include: Room booking, book checking, publication searching, & general requests.

LEADERSHIP

TX A&M Phillipine Student Association

Historian | Oct 2016 - Dec 2018 | College Station, TX

- Specialized in capturing photography and cinematography within the organization.
- Engaged in extensive editing and revision on multiple editing software such as Adobe Photoshop and Lightroom.