

# Meghan Bomberger

*I am a maker and a fixer. There is nothing that I enjoy more than creating new things or finding new ways to use something. I am always striving to add to my skill set in order to broaden the scope of my creations.*

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## EXPERIENCE

### Office Manager and Executive Assistant

— REAL CARING INTEGRATIVE THERAPY - Salt Lake City, UT

October 2014 - January 2016

- Created the patient intake, patient follow-up, medical billing, and medical record processes for the company
- Designed, produced, and distributed promotional and educational material

### Project Developer and Social Media Curator

— REAL CARING INTEGRATIVE THERAPY - Salt Lake City, UT

October 2014 - PRESENT

- Social media curation targeting extended patient support, education, and motivation
- Project development and implementation on an as needed basis

### Records Manager

— THERAPEUTIC LIFESTYLES OF UTAH - Salt Lake City, UT

June 2015 - PRESENT

- Created digitization of records process and storage, and corresponding documentation for training purposes
- Maintained digital records for the practice

### EOCA Compliance Specialist

— PRIMARY RESIDENTIAL MORTGAGE - Salt Lake City, UT

August 2016 - October 2016

- Worked with dev team to develop new additions to company software
- Redesigned the internal QA as part of a project that resulted in the company accuracy rate going from 71% to 99.5% in regulatory audits
- Developed and managed a new task assignment procedure designed to draw on team member's individual strengths
- Researched and implemented procedures for industry regulation changes
- Headed a project to better identify at risk borrowers and implement an improved counteroffer process to provide clients with more opportunities rather than defaulting to denial of their loan
- Wrote the new department training manual and new job-aides for multiple departments
- Resolved a 15,000 file backlog within first two weeks

### Mortgage Auditor and File Intake Specialist

— MORTGAGE COMPLIANCE ADVISOR - Murray, UT

August 2012 - November 2013

- Resolved 65,000 file intake backlog and restructured the duties of the position to prevent future backlogs
- Worked with dev team to create a more user friendly file submission process for the customers

### Co-Owner

— GEEKERYMADE - Millcreek, UT

May 2008 - PRESENT

- Handcraft geek themed products and design.

### Tax Auditor

— INTERNAL REVENUE SERVICE - Ogden, UT

February 2008 - November 2012

- Audited paper tax files for compliance and fraud detection
- Assisted in changing receipt and control procedure error that resolved a communication gap between departments and saved up to \$32,000 per week

## SKILLS

Project development  
Project management  
React  
HTML  
CSS  
JavaScript  
Adobe Photoshop  
Adobe Illustrator  
Microsoft Excel (some VBA)  
Microsoft Word  
Logistics  
Social media management  
eCommerce management  
Graphic design  
Compliance development and implementation  
Training development and implementation  
Procedure development, documentation, and implementation  
Auditing (business, tax, and mortgage)  
Bookkeeping  
Medical coding and billing

## PROJECTS

*Projects currently available on github only*

### [Adulting 101 \(in progress\)](#)

A gamified application to teach life skills that many find themselves lacking.

### [YarnBomb \(in progress\)](#)

A specialized writing application for fiber artists to develop, write, and publish patterns.

### [Mario Pest Control](#)

Exercise to create a calculator and invoice mini app

### [Axios ToDo](#)

Exercise to recreate a mini todo list application