MONICA BULLOCK

(202) 704-5103 | mbullock091@icloud.com

PROFESSIONAL EXPERIENCE

Per Scholas, Silver Spring, MD **2022**

Software Engineering Fellow

- Developed 20+ applications and sites built around finding solutions to real-world programming problems.
- Learned many programming languages and frameworks (such as Node.JS and Express) for backend servers and APIs and JavaScript, HTML, CSS, and React for frontend projects.
- Participated in 40 hours of class time per week for 15 weeks.

Lighting Retrofit International, LLC, Gambrills, MD **2018 - 2020**

Administrative Assistant

- Secured and maintained a database of certificates of insurance for corporate entities and subcontractors.
- Set up contract files in a centralized digital filing system to track project deliverables.
- Regularly created invoices for tech equipment while tracking expenses via a digital log system.
- Maintained office supplies by tracking our inventory for necessary purchases which included stock office, mailing, and shipping supplies.
- Organized office logistics by assisting various departments with daily administrative tasks.

Center for Vein Restoration, Greenbelt, MD **2017 – 2018**

Patient Service Representative

- Entered medical information into an electronic medical record system
- Responded timely to email correspondence from coworkers and patients.
- Scheduled patient appointments using our software system.

Pivot Physical Therapy, Laurel, MD **2015 – 2017**

Front Office Coordinator

- Contacted insurance companies to verify insurance benefits, policy requirements, and limitations that were tracked in our medical record system.
- Maintained current prescriptions from referring MD's
- Facilitated the gathering of medical records for release of information

EDUCATION

Per Scholas SOFTWARE ENGINEERING Immersive Program, Washington, DC **October 2022**

TECHNOLOGY

Technical Tools/Frameworks: Frontend Design (HTML, CSS, Mobile First Development, Accessibility), React, React Router, Express, Mongo, MongoDB, NodeJS, JWT, Bcrypt

Soft Skills: Teamwork, Attention to Detail, Pair Programming, Creativity, Communication