

RACHEL BRINKLEY

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EXPERIENCE HIGHLIGHTS

EDUCATION

Liberty University, Lynchburg, VA.....2022 – present
Web Develop Certification

My learning program focuses on the best web architecture, database systems, data encryption, and best security practices by learning HTML, CSS, and JavaScript.

John Tyler Community College, Midlothian, VA.....2020-2021
Computer Programming Career Studies Certificate (CSC).

By completing this program, I can demonstrate an introductory level of competency in the following skills: flowchart creation, communicating effectively in an IT environment using research, writing, and presentation skills, and learning Python, C++, C# (with .NET), and Java.

University of Richmond Data Analytics Bootcamp, Richmond, VA.....2019-2020
24-week course.

During this program, I learned to code in HTML/CSS, SQL, ERD, Python, Jupyter, Pandas, Numpy, data mining, Matplotlib, VBA, Bootstrap, JavaScript, geomapping, R, Tableau, and MongoDB.

Liberty University, Lynchburg, VA.....2014-2020
B.S in Healthcare Informatic.

I learned SQL knowledge, SQL Alchemy and ERD, HTML/CSS coding, and Health Information Management classes.

Job History

Octapharma Plasma, Petersburg, VA.....**Donor Screening Supervisor**, September 2021– June 2022

As the Donor Screener Supervisor, I registered new and current plasma donors and conducted basic screening procedures. In addition, I supervised the Donor Screening department. I maintained compliance with SOPs, current Good Manufacturing Procedures (cGMP), and regulatory guidelines. I was also cross-trained to be a DFT (Donor Floor Technician), to set up plasma donation machines and to take donors off the plasma donation machines.

Northwestern Mutual, Richmond, VA..... Sales **Execution Team**, 2021 March – 2021 August

As a Sales Execution Team (SET) member, I provided support to reduce the amount of time new representatives spent on administrative tasks. This allowed them to focus their efforts on meeting prospective clients and closing deals. Add a sentence here on three or so things you did as part of the team.

Bank of America, Richmond, VA..... Contractor - **Operations Support IV EIT Management**, 2021 January – February
Performed intake, processing, underwriting, and QA of PPP loan applications. Compared application information submitted by the applicant against the required list of documents for continued loan processing; identified any errors or gaps.

VCU Health Systems, Richmond, VA.....**Supervisor**, 2018

Observed all pre-surgical and post-surgical procedure briefings and time-outs and recorded results into Excel spreadsheets to ensure the adeptness of procedures. Verified, recorded, and summarized data of patients by proficiently auditing files after surgery. Examined the follow-up calls documentation of discharged patients and compiled data into Excel. Ensured standards' compliance through monitoring the surgical floor's functioning and staff performance.

VCU Health Systems, Richmond, VA..... Patient **Accountant**, 2017

Deployed payment system for Tricare patients to guarantee the provision of all benefits. Organized files and managed the document to maintain the proper regulation of the working area. Systematized workflow for timely and reliable team

performance. Directed, coordinated, and administered medical and non-medical resources, facilities, and services to assure the availability of resources.

WestRock Co., Hopewell, VA.....**Quality Systems Auditor (Engineering Department), (2015 – 2016)**
Maintained the regular filings while organizing and scanning technical drawings and blueprints to support digital storage. Modified the current graphics using AutoCAD and applied efficient Quality System principles to solve complex technical problems. I designed a floor map for system control rooms to support the efficiency of operations. I was recognized by senior management for efficiently scanning all the blueprints and recording them in AutoCAD Vault.

WestRock Co., Hopewell, VA..... **Quality Systems Auditor (General), 2015**
Ensured the efficiency of the system by conducting system quality audits. In addition, I assessed incoming materials to guarantee conformance with determinations and discharge materials for use underway.

CERTIFICATIONS AND ACHIEVEMENTS

MS Word Certification Verification Code: Bkpm-S2sb, MS PowerPoint Certification Verification Code: Fwxm-XLEN

Autodesk- Inventor Certification Verification Code: J4xx-Fvzq

National Workplace Readiness Skills Certification for Successful Completion of the Industry Certified Workplace Readiness Skills, 2014, the Career and Technical Education Consortium of States

Certificate of Achievement for Successful Completion of the Virginia Workplace Readiness Skills for Commonwealth Examination from the Virginia Department of Education- Awarded May 1, 2013

MEMBERSHIPS

Women Who Code Club (a global club that helps and supports women in the tech industry) 2020 – Present

American Health Information Management Association (AHIMA), 2020 – 2021