

Rachel Brinkley

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PROFESSIONAL SKILLS

- Languages: Python, HTML, CSS, Java, JavaScript, SQL, Visual Basic
- Software: Microsoft Office (Word, Excel, PowerPoint, Access, Project), GitHub

EDUCATION

Bachelor of Science in Healthcare Informatics

March 2020

Liberty University, Lynchburg, VA

- GPA: 3.8/4.0

CERTIFICATIONS

Web Development Certification

Present 2022

Computer Programming Career Studies Certificate

May 2021

University of Richmond Data Analytics Bootcamp

May 2020

EXPERIENCE

Donor Screening Supervisor

September 2021 – June 2022

Octapharma Plasma

Petersburg, VA

- Registered new and current plasma donors and conducted basic screening procedures
- Supervised the Donor Screening department
- Maintained compliance with SOPs, current Good Manufacturing Procedures (cGMP), and regulatory guidelines
- Cross trained to be a Donor Floor Technician (DFT)

Sales Execution Team

March 2021 – August 2021

Northwestern Mutual

Richmond, VA

- Supported financial advisors with task for clients
- Inputted client's information into their NM Connect program
- Used shared OneDrive file to share client's private information for the insurance application

Contractor - Operations Support IV EIT Management

January 2021 - February 2021

Bank of America

Chester, VA

- Approved PP (Personal Property) loans applications
- Identified any errors or gaps in the applications and list of documents for loan

Supervisor

May 2018 - August 2018

VCU Health Systems

Richmond, VA

- Recorded the following information results into Excel spreadsheets
 - Audited pre-surgical, post-surgical procedure briefings, and time-outs
 - Follow-up calls documentation of discharged patients
 - Compliance through monitoring the surgical floor's functioning and staff performance

Patient Accounting

May 2017 - August 2017

VCU Health Systems

Richmond, VA

- 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.

Quality Systems Audi

Engineering Department Auditor - December 2015 – August 2016

WestRock Co.

General Auditor - June 2015 – August 2015

- I was recognized by senior management for my knowledge in AutoCAD which led to the following tasks:
 - Designed a floor map for system control rooms to support the efficiency of operations
 - Scanned all the blueprints and recording them in AutoCAD Vault
 - Modified the current graphics and applied efficient Quality System principles to solve complex technical problems