

Rachel Caroline Brinkley

13905 Sandy Oak Court

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(804) 536-7471

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Profile/Objective

Reliable, flexible college student with mathematical and organizational skills seeking a position in an informatics related setting. <https://razor2b.github.io/> is my personal portfolio and resume website I coded with HTML/CSS.

Education

Fall 2019-Spring 2020

University of Richmond

Richmond, VA

Data analytics continued education 24-week course. Learning coding in HTML/CSS, SQL, ERD, Python, Jupyter, VBA, Pandas, Numpy, data mining, Matplotlib, VBA, Bootstrap, JavaScript, geomapping, R, Tableau, and MongoDB.

Fall 2015-Spring 2020

Liberty University- School of Business

Lynchburg, VA

Enrolled in Healthcare Informatics degree program.

Fall 2014-Spring 2015

John Tyler Community College

Midlothian & Chester, VA

Principles of Nutrition and Human Development, Human Anatomy and Physiology I

Fall 2011 – Spring 2015

Thomas Dale High School

Chester, VA

English 12, Probability and statistics, Virginia and US History, AutoCAD College advanced drawing (College credit), AutoCAD Digital Visualization, College Business Computer Science (College credit).

Fall 2013 – Spring 2014

Chesterfield Technical Center

Chesterfield, VA

Completed a one-year Biotechnology Class, received a certificate of Completion in June 2014. Earned dual enrollment credits at John Tyler Community College.

Work Experience

May 2018 – August 2018

Summer Employment

VCU Health Systems

- Audited surgical pre-procedure briefings, time-outs, and post-procedure briefings to ensure compliance
- Audited patient files after surgery to verify the required documentation and summarized data in Excel
- Uniform compliance checks on and off the surgical floor for all surgical services staff
- Audited the documentation of follow-up phone calls made to surgical patients by the nursing staff after discharge from the hospital and summarized the data in Excel

May 2017 – August 2017

Summer Employment

VCU Health Systems

- Worked with the payment system for Tricare patients
- Organized files
- Managed documents

May 2016 – August 2016 Temporary Employment – Assistant to Document Control Clerk WestRock Co. December 2015 – January 2016

- Organized Technical drawing storage
- Scanned drawings to facilitate digital storage
- AutoCAD work to modify current drawings

June 2015 – August 2015

Summer Employment

WestRock Co.

- Quality systems audits
- File management

June 2014 – September 2014

Lifeguarding

Woodland Pond Pool

- Maintaining a clean and safe work area and pool complex
- Provide First Aid/CPR/AED care when needed

Qualifications

- MS Word Certification Verification code: bKpm-s2Sb, MS PowerPoint Certification Verification code: FwXm-XLeN, Autodesk- Inventor Certification Verification code: J4xX-FVzQ
- Experience using SQL, Microsoft Access, and ER Assistant: 03/09/2014
- National Workplace Readiness Skills Certification for successful completion of the Industry Certified Workplace Readiness Skills on April 25, 2014, from the Career and Technical Education Consortium of States
- Certification by the American Red Cross for Lifeguarding/First Aid/CPR/AED – valid 2 years- Date completed: 03/09/2014
- 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

Extracurricular Activities

- Fall 2017 to Present- Liberty University's Competition Rifle Team
- Spring 2018 - Travel to Tokyo, Japan with Liberty University's LU Send for a missions trip
- Summer of 2012 – Volunteer at John Randolph Medical Center HCA Virginia Health System

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