Rachel Caroline Brinkley

13905 Sandy Oak Court

Chester, VA 23831

(804) 536-7471

rachelcbrinkley@outlook.com

# 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-April 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, Boostrap, JavaScript, geomapping, R, Tableau, and MongoDB.*

**Fall 2015-Fall 2019 Liberty University- School of Business Lynchburg, VA**

*Enrolled in Healthcare Informatics degree program.*

**2014-2015 John Tyler Community College Midlothian & Chester, VA**

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

**2011 – 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).*

**2013 – 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 Excess, 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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Frank Tuzi

Liberty University

Professor

School of Engineering

1971 University Pkwy.

Lynchburg, VA. 24515

Phone: 434-470-9266

Email: [ftuzi@liberty.edu](mailto:ftuzi@liberty.edu)

Rodina Hatoum

Aetna

Concurrent Review Nurse Consultant

9881 Mayland Dr.,

Richmond, VA. 23233

Phone: 804-677-2759

Email: [hatoumrr@vcu.edu](mailto:hatoumrr@vcu.edu)

Marlene Gray

Liberty Shooting Sports Coach

822 Second Amendment Dr.,

Lynchburg, VA. 24501

Phone: 434-426-6225

Email: [msgray@liberty.edu](mailto:msgray@liberty.edu)

Debbie Bolling

VCU Health System

Clinical Nurse

1201 E. Marshall St.

Richmond, VA. 23298

Work number: 804-628-6946

Cell number: 804-617-2051

Email: [debbie.bolling@vcuhealth.org](mailto:debbie.bolling@vcuhealth.org)