**Rachel Brinkley**

Chester, VA **•** (804) 536-7471 **•** rachelcbrinkley@outlook.com **•** linkedin.com/in/rachelcbrinkley/ • razor2b.github.io/

**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 Information Technology** March 2020

Liberty University, Lynchburg, VA

**CERTIFICATIONS**

**Web Development Certification - Liberty University** 2022 **-** Present

**Computer Programming Career Studies Certificate – Brightpiont Community College** 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 shard OneDrive file to share client’s private information for the insurance application

**Contractor** 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 into Excel spreadsheets and generated reports
  + Audited pre-surgical, post-surgical procedure briefings, and time-outs
  + Follow-up call 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 documents 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 ensure the availability of resources.

**Quality Systems Auditor** 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