

Kimberly Bell

<http://fiercewhiskers.com> | <https://github.com/TzolkinB>

Greensboro, NC | Willing to Relocate

Skills: HTML, CSS, Javascript, Ruby on Rails, Bootstrap, Angular

Education: **Tech Talent South** | Code Immersion Program
Charlotte, NC, April 2015 - (expected) June 2015
Portfolio (HTML, CSS, JS) - <https://github.com/TzolkinB/Portfolio>
Pizza Shop (Ruby on Rails) - https://github.com/TzolkinB/pizza_shop
Rock, Paper, Scissors Game (Ruby) -
<https://github.com/TzolkinB/TTS/blob/master/RockPaperScissors>

George Mason University | Office of Continuing Professional Education
Fairfax, VA, April 2014 | *Paralegal Certificate*

Josef Korbel School of International Studies, University of Denver
Denver, CO, June 2011 | *Master of Arts in International Human Rights*

North Carolina State University | *Magna Cum Laude*
Raleigh, NC, December 2008 | *Bachelor of Arts in General Anthropology*
Studied abroad in Peru May – July 2008

Experience: **Constangy, Brooks, Smith & Prophete** | Winston-Salem, NC
PRN Immigration Assistant, February 2015 - present
- Complete I-129 forms and compose employment support letters.

IBM | Durham, NC
Immigration Case Manager(contractor), September 2014 - April 2015
- Completed Labor Condition Applications and I-129 forms.
- Composed support letters indicating why each individual met the specialty occupation requirement.
- Evaluated documents and requested additional information from the foreign national if required.

Virginia Cancer Specialists | Fairfax, VA
Insurance Verification Specialist, November 2012 - July 2014
- Executed policies and procedures to verify insurance benefits for patients.
- Worked closely with appropriate offices to address potential problems.
- Utilized research methods to resolve inaccurate subscriber information.

Front Office Staff, September 2011 - November 2012
- Managed front office and a variety of administrative duties.
- Facilitated communication between departments.
- Trained new employees, and worked independently as well as part of a team.