

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, September 2014 - April 2015
Complete Labor Condition Applications and I-129 forms.
Compose support letters indicating why each individual meets the specialty occupation requirement.
Evaluate documents and request additional information from the foreign national if required.

Virginia Cancer Specialists | Fairfax, VA
Insurance Verification Specialist, November 2012 - July 2014
Execute policies and procedures to verify insurance benefits for patients.
Work closely with appropriate offices to address potential problems.
Utilize 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.