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# VINCENT VARGHESE

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## PROFILE

A Full Stack Developer leveraging over five years of management experience to successfully provide clients with effective and innovative products. With a full-stack development certificate from the University of Washington, I am well-learned in skills such as CSS, JavaScript, Node.js and React.js. Holding a bachelor's degree with a leadership focus, I have successfully managed communications for the non-profit Vision Rescue and have had a progressive medical management career with CityMD. The combination of a detail oriented work ethic with a "big picture" acuity lends itself to producing a meaningful output while cultivating healthy team dynamics.

## EXPERIENCE

### **CONSULTANT, THECHURCHCO**

REMOTE CONTRACTOR – MARCH 2020-PRESENT

- Data entry, management and content design
- Successfully maintaining customer satisfaction with prompt and excellent work

### **ACTING DISTRICT MANAGER, CITYMD**

SEATTLE, WA – AUGUST 2019-DECEMBER 2019

- Responsible for day to day clinic operations for 8 urgent care clinics across the greater Seattle area during a company transition
- Oversaw manager schedules and clinic staffing
- Led clinics by example with a mission to offer stellar, empathetic patient care
- Conducted all-staff meetings and one-on-one performance reviews/counseling
- Directly aided the VP of Operations with on-the-ground transitional tasks
- Disseminated communications from HQ and fielded questions from site management

### **SITE MANAGER, CITYMD**

SEATTLE, WA – JUNE 2018-DECEMBER 2019

- Oversaw all day to day clinic operations and managed clinic flow
- Was directly responsible for clinic's customer service experience and produced the top Press Ganey scores in the region for customer satisfaction

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- Executed medical and administrative tasks of the site team including Medical Assistants, Patient Representatives and Medical Scribes
- Managerial tasks included creating schedules, submitting invoices, purchasing site supplies, ensuring compliant processes and record keeping
- Conducted interviews, performance reviews, and staff counseling
- Entrusted by the District Manager with the responsibility of obtaining and updating proper state licensing for the Northwest region's medical staff

**ASSISTANT SITE MANAGER**, CITYMD

SEATTLE, WA – SEPTEMBER 2017-JUNE 2018

- Assisted the Site Manager in all their day to day duties
- Led the frontline staff, ensuring excellent customer service in every interaction
- Entrusted to solely perform Site Manager duties for six months to help Senior/District Management during a transitional period

**CONSULTANT**, THE SMITHEE GROUP

REMOTE CONTRACTOR – JUNE 2017-DECEMBER 2017

- Managed multiple clients' social media accounts across various platforms
- Executed content and media creation with strategic scheduling and engagement for effective growth
- Utilized and became familiar with web based applications such as Hootsuite and Later as well as editing software such as Photoshop

**INFORMATION & PUBLIC AWARENESS MANAGER**, VISION RESCUE

MUMBAI, INDIA – JANUARY 2014-DECEMBER 2016

- Led and made organizational decisions alongside three other executives
- Increased social media engagement from no online activity to a global presence across various platforms
- Created and oversaw a reporting system to relay on-field impact data to partners
- Recruited and liaised local and international partnerships
- Effectively presented to corporate boards and larger groups
- Helped strategically cultivate internal culture alongside the Founder & President

**ACCOMMODATION ASSISTANT**, HILLSONG INTERNATIONAL LEADERSHIP  
COLLEGE; SYDNEY, AUSTRALIA – JANUARY 2012-NOVEMBER 2013

- Provided administrative assistance to the Accommodation Coordinator with hundreds of incoming students and dozens of subleased properties
- Processed student applications and sublease agreements
- Mediated between students and property owners
- Physically maintained sublet properties

\* PLEASE REQUEST FOR AN EXTENSIVE LIST OF WORK, VOLUNTEER & INTERNSHIP EXPERIENCE

EDUCATION

UNIVERSITY OF WASHINGTON  
SEATTLE, WASHINGTON  
FULL STACK WEB DEVELOPMENT CERTIFICATE, 2020

ALPHACRUCIS COLLEGE  
SYDNEY, AUSTRALIA  
BACHELORS OF CONTEMPORARY MINISTRY, 2013

- "OUTSTANDING GRADUATE AWARD FOR EXEMPLARY ACHIEVEMENT & LEADERSHIP"

SKILLS

- |                                      |                           |
|--------------------------------------|---------------------------|
| • Public Speaking/<br>Communication  | • JavaScript/jQuery       |
| • Project & Team Management          | • MERN Stack              |
| • Partner & Client Relations         | • React.js                |
| • iWork & Microsoft Office<br>Suites | • Social Media Management |
|                                      | • Photoshop               |

## REFERENCES

**Noel Abraham**

Multi-Site Operations Manager - CityMD  
(516) 782 8727  
[nabraham@citymd.net](mailto:nabraham@citymd.net)

**John Scott**

Trainer - Alphacrucis University  
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