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# Alexandra Wiles

## Fullstack Web Developer

Swartz Creek, MI 48473  
(810) 772-3240  
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## SKILLS

Fullstack Junior Web Developer interested in all aspects of web development.

## EXPERIENCE

### **Medilodge of Livingston, Howell** - *Business Office Manager*

July 2019 - PRESENT

- Managing and monitoring insurances and databases of patient information.
- Maintaining quality databases of information while following strict HIPPA guidelines.
- Management of fellow coworkers to provide consistent and error free scheduling.
- Working with fellow management to ensure all information for patients are accurate for strong customer satisfaction.

### **Medilodge of Livingston, Howell** - *Receptionist*

January 2014 - July 2019

- Directed family members and vendors to their appropriate destinations.
- Multitasked with phone calls and visitors to create a seamless customer experience.

## EDUCATION

### **Fullstack Webdevelopment Bootcamp, Michigan State University** - *Degree*

January 2022 - July 2022