

## AIDA MENGISTU

Seattle, WA  
206-371-1202

[aidamengistu@gmail.com](mailto:aidamengistu@gmail.com)

### TECHNICAL SKILLS

Javascript	Ruby on Rails	CSS3	HTML5
AngularJS	ExpressJS	Node.js	MongoDB
Bootstrap	PostgreSQL		

### OTHER SKILLS

Fluent in French	Proficient in MS Office Suite	Proficient in SharePoint
Fluent in Amharic	Fluent in English	

### EXPERIENCE

#### Web Development Immersive Student

03/2015-Present      General Assembly      Seattle, WA

General Assembly's Web Development Immersive (WDI) is a 12-week intensive course dedicated to teaching full stack web development. In this course, we design and build web applications using JavaScript, Node.js, Express, Ruby on Rails and AngularJS.

#### Translator/Interpreter

12/1994-Present      Independent Contractor-Freelance      Seattle, WA

- Translation of written documents that span a wide range of subjects such as Procedural Guidelines for a State Department of Education, ATAP (Anti-Terrorism Assistance Program) for the Department of State, disease fact sheets for a State Department of Health, company labor union pamphlets and materials and government health insurance programs.
- Language proficiency test creation and language test review for the Defense Language Institute in Monterey, CA.
- Assist in facilitating communication between medical staff and patients in person.
- Assist Amharic or French speaking patients in filling out a variety of forms for program eligibility, registration and medical history.
- Proofread and edit Amharic and French translations.

#### Administrative Specialist III

03/2007-Present      Public Health-Seattle & King County, CBPH      Seattle, WA

- Coordinate community events, training sessions and all related logistics
- Procure goods and services using a P-card and pay invoices.
- Schedule meetings and maintain calendars for supervisors and staff.
- Attend meetings and take minutes.
- Maintain multiple Sharepoint sites as site owner
- Arrange travel logistics and prepare Travel & Training paperwork.
- Process timesheets and perform other payroll functions.
- Floor lead: point of contact for facilities issues and space planning.
- Prepare correspondence, charts, agenda, draft written reports and other documents.
- Develop and maintain record keeping/tracking systems.
- Coordinate and supervise MATCH activities for the unit.

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*Special projects:*

- Contract & budget monitoring
- Small grants management
- Project management of the screening of Raising of America
- Community Engagement core team member
- Developed reports utilizing health and equity data
- Provide technical assistance with day-to-day operations
- Developed and managed Speakers Bureau for Health Reform
- Public Health Inbox management backup: respond to emails from the public.

**Administrative Specialist III – special duty**

02/2006-02/2007     Public Health- Seattle & King County, TB Clinic     Seattle, WA

- Monitor and troubleshoot payroll problems.
- Process timesheets, enter into POLS and verify CERT reports.
- Assist with maintaining imprest fund.
- Assist with maintaining voucher system.
- Coordinate and distribute cash/incentives to program staff.
- Monitor and order program supplies.
- Oversight of all program encounters.
- QA program fiscal accounts.
- Vendor invoicing.
- Monitor program billing reports.
- Attend PAS meetings every month for DSHS denial overview.
- Conference room scheduling.
- Backup phone coverage.
- Oversight of all client insurance coverage & eligibility.

**Administrative Specialist II**

09/2003-02/2006     Public Health- Seattle & King County, TB Clinic     Seattle, WA

- Resolve DSHS denials.
- Prepare medication order forms and send to pharmacy daily.
- Act as liaison between the clinic and HMC Pharmacy to resolve incomplete prescriptions and missing medications.
- Manage medication mail out program and maintain database.
- Answer clinic phones and direct calls to appropriate medical staff.
- Enter clinic encounters in Signature.
- Maintain calendars and add appointments for clinic physicians.
- Schedule meetings and reserve conference rooms for TB Disease Control Officer and other staff.
- Respond to customer complaints, questions and concerns in person and on the phone.
- Pull and file patient charts and registration materials.
- Request patient records from archives.
- Attend PAS meetings every month for DSHS denial overview.

**Administrative Specialist II**

09/2002-03/2003     Public Health-Seattle & King County, Revenue Unit     Seattle, WA

- Resolve DSHS denials.
- Look up patient accounts in Signature and 3270 and fix billing errors.
- Data entry using Excel.

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- Contact DSHS and other insurance providers by phone to resolve problems.
- Answer multi-line phone.

#### **Technical Writer**

08/1999-03/2002      Diebold Inc.                      Everett, WA

- Write and edit election-related software documentation for applications developed by in-house programmers
- Edit training manuals for use by county officials
- Design the graphical layout of over three million absentee voter envelopes for counties in California and Washington state
- Manage the production and data handling of King County absentee voter envelopes

#### **Staffing Specialist**

07/1998-06/1999      St Joseph Hospital                      Bellingham, WA

- Work in conjunction with the charge nurses of the various hospital units to ensure that the nursing units are staffed with the appropriate personnel.
- Take sick calls from medical staff and manage float pool.
- Distribute updated nurse schedule to the various units.

## **EDUCATION**

**Full Stack Web Development Immersive** - General Assembly 03/15 – 06/15

**Bachelor of Science Degree** - Mathematics/Computer Science, Western Washington University 06/1999

**Associate in Arts and Sciences** – Edmonds Community College 06/1995

## **VOLUNTEER WORK AND COMMUNITY ACTIVITIES**

#### **Board of Directors member**

12/2006-06/2007      Refugee Women's Alliance                      Seattle, WA

#### **Read news for local Ethiopian community on Public Access channel**

04/2003-08/2003      Ethiopian Community Center                      Seattle, WA

#### **Tutor elementary school kids in English and Mathematics**

06/2002-04/2003      Ethiopian Community Center                      Seattle, WA

## **EMPLOYMENT HISTORY AT A GLANCE**

Administrative Spec III, Public Health-Seattle & King County, Seattle, WA 3/07-Present  
 Administrative Spec III, Public Health-Seattle & King County, Seattle, WA 2/06-2/07  
 Administrative Spec II, Public Health-Seattle & King County, Seattle, WA 9/03-2/06  
 Interpreter/Translator, Independent Contractor, Seattle, WA 12/94-Present  
 Administrative Specialist, Public Health-Seattle & King County, Seattle, WA 9/02-3/03  
 Technical Writer, Diebold, Inc., Everett, WA 8/99-3/02  
 Staffing Specialist, St Joseph Hospital, Bellingham, WA 7/98-6/99  
 Quebec Theatre Project assistant, French Department, WWU, Bg'ham, WA 1/98-6/99  
 Program Assistant, Women Studies Department, WWU, Bellingham, WA 1/98-6/99  
 College Level Tutor, Center for Disabled Students, EdCC, Edmonds, WA Spring 1994