

AIDA MENGISTU

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Seattle, WA 98122
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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, Bellingham, 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