

Angelene Manalo

UI/UX Designer

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EXPERIENCE

Data Entry Examiner @ American Specialty Health *San Diego, CA | February 2019 - Present*

- > Reviews Medical Necessity Review (MNR) forms to ensure form completion
- > Verifies member eligibility, creates patient records when necessary, and maintains current and accurate existing patient records
- > Checks patient and provider information on MNR forms against information on the eligibility tape in the Integrated Health Care System
- > Inputs all required data from MNR forms into the Integrated Health Care System quickly and accurately
- > Identifies errors and redirects them to the correct department for research
- > Identifies and prescreens different form types for different requirements
- > Completes daily production reports for supervisor
- > Consistently meets and exceeds MNR form processing goal of 140 forms per day and 20 forms per hour

Peer Advisor @ UC Irvine Veteran Services Center *Irvine, CA | September 2016 - June 2018*

- > Received and processed veteran education benefit certifications for student veterans and dependents, managed students' physical and digital files, managed a tuition spreadsheet
- > Collaborated with two other peer advisors on the events and outreach team for veteran, dependent, and transfer student outreach program planning
- > Designed the center's various flyers, announcements, programs, and other marketing materials for programs and events using Adobe Photoshop and Illustrator
- > Managed the center's Facebook Page with three other peer advisors on the social media and marketing team by posting upcoming program and event announcements
- > Maintained the center's website with Cascade CMS to include required paperwork for various veteran educational benefits, upcoming paperwork deadlines, and upcoming program flyers
- > Redesigned the center's website according to UC Irvine's branding guidelines and according to the needs of the veteran and dependent students

EDUCATION

University of California, San Diego Extension

San Diego, CA | January 2019 - Present

- > Certificate program for User Experience Design

University of California, Irvine

Irvine, CA | October 2014 - June 2018

- > Bachelor of Science in Computer Science
- > Specialization in Information

RELEVANT COURSEWORK

- > Principles in System Design
- > Human-Computer Interaction
- > Software System Design
- > Databases & Web Applications
- > Principles of User Experience

SKILLS

Languages

- > HTML5/CSS3
- > Python
- > Java
- > Javascript

Design

- > Storyboarding
- > Wireframing
- > Prototyping
- > Employer branding
- > Graphic design
- > Responsive web design

Software

- > Adobe Illustrator
- > Adobe Photoshop
- > Adobe InDesign
- > Sketch App
- > Microsoft Office
- > Google Apps

Operating Systems

- > Microsoft Windows
- > macOS / iOS
- > Linux