JUDITH ANNETTE ORRICK

✉ annette.orrick@gmail.com

📞 817-709-5335

🌐 github.com/annetteorrick

📍 Sewanee, Tennessee

Tools

- Database Management
- Excel
- Google Suite
- Office 365
- SQL

Skills

- Organized
- Personable
- Strategic Thinker
- Detail-oriented
- Problem-solver

Education

BACHELOR OF SCIENCE IN COMPUTER SCIENCE   Oklahoma Baptist University   December 2019

Professional Experience

Intermountain Healthcare | Oncology Scheduler
December 2022 - Present
- **Coordinated** scheduling multiple appointments for patients in a fast paced environment
- **Analyzed** data and processes to **reconfigure** workflows with the approval of my supervisor resulting in improvement across the scheduling team
- **Answered phones** while maintaining scheduling workflows and multiple demands
- Clearly and concisely **communicated** to patients via phone or sending letters

Pais Movement | Pais Project Team Leader
January 2020 - July 2022
- Event **coordinating** and lesson **planning**
- **Collaborated** positively with peers and other staff members
- Established **project roadmaps** covering objectives, schedules and budget
- Considered each team member's unique talents when assigning tasks

VTR Learning | Web Design/Development Intern
August 2018 - March 2019
- **Conceptualized** original website design that provides simplicity and user-friendliness
- Created and maintained a functional, **visually appealing**, and responsive website for VTR Learning.
- **Engaged** with personnel to turn mock-ups, wireframes and conceptual drawings into functional web pages
- **Collaborated** with team to implement design changes, new UI components and new functionality

Life.Church | YouVersion Support Intern
January - August 2018
- **Evaluated** the customer issues and gave assistance utilizing the appropriate support information and documentation
- Worked with software developers to **resolve problems** to ensure customer satisfaction
- **Analyzed** and **presented** the data provided by the users to developers for consideration of new features