

# Hello I'm Angela Perez

Kansas City,MO  
(816) 648-3364  
Anperez@icstars.org

## Professional Profile

Driven professional with experience leading projects and collaborating across teams to improve processes and achieve measurable results. Skilled in problem-solving, workflow optimization, and using technology to deliver practical, effective solutions.

Currently expanding technical expertise through hands-on web development and cybersecurity work, focused on building efficient and reliable digital systems.

## Skills

**Transferable Skills:** Problem Solving • Bilingual • Time Management • Customer Service • Attention to Detail

**Tools & Platforms:** Excel • SQL • GitHub • Visual • VS code • Microsoft 365

## Experience

SEPTEMBER 2025 - PRESENT

**i.c stars , Kansas City,MO – Intern**

- Collaborate with cross-functional teams using agile methodologies to manage project timelines and deliver software solutions, consistently meeting milestones.
- Contribute to coding and feature testing, ensuring quality functionality and improving project readiness.

JANUARY 2025 - PRESENT

**Rigdon Inc, Kansas City,MO – Marketer**

- Build and maintain relationships with industry partners and influencers, expanding brand reach.
- Schedule service appointments and conduct quality-control follow-ups, improving client satisfaction.
- Prepare service estimates and streamline workflows, reducing errors and enhancing operational efficiency.

SEPTEMBER 2023 - PRESENT

### **Metamassage & Aesthetics Kansas City,MO – *Massage Therapist/Business Owner***

- Performs therapeutic treatments including Swedish,Deep Tissue,Lymphatic Drainage,Reflexology,and Wood Therapy,improving client wellness and satisfaction.
- Hired and trained staff at location,managed finances and record keeping.

JANUARY 2020 - DECEMBER 2023

### **Injury Treatment Centers, Kansas City,MO– *Marketing & Collections Assistant***

- Performed diagnostic X-rays and assisted patients with therapy services,supporting accurate diagnosis and treatment plans.
- Entered financial and insurance data into excel and prepared liens for lawyers and insurance adjusters improving collection accuracy.
- Communicated PIP and Med Pay benefits to clients enhancing understanding and compliance.

JULY 2015 - DECEMBER 2020

### **Jewish Vocational Services, Los Angeles,CA– *Client Services Coordinator***

- Guided job seekers through training and unemployment applications to build skills and improve job readiness.
- Managed referrals and scheduled high-volume workshops to ensure clients were placed in the right programs.
- Maintained accurate digital case files in compliance with all regulatory and grant requirements.

## **Education**

JANUARY 2023 - JUNE 2025

### **Kansas City Massage Institute , – *Massage Therapy Certification***