

BASU KHANAL, WEB DEVELOPER

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GitHub: <https://github.com/bkhanal87>

GitHub Portfolio: <https://bkhanal87.github.io/My-updated-portfolio/>

PROFESSIONAL SUMMARY

Driven Web Developer skilled at writing well-designed, testable, and efficient code using current best practices in Web development.

TECHNICAL SKILLS

HTML5	CSS3	JavaScript	jQuery	Bootstrap	Express.js
Node.js	MYSQL	Database Theory	Command Line	Git	

PROJECTS

Take-a-Break: This project was developed to create a website for Take-a-Break restaurant where users can browse the menu, read reviews, and leave reviews. By logging in users are granted access to write reviews for menu items and guests viewing the site can see these reviews. Link: <https://enigmatic-hamlet-26860.herokuapp.com/>

National Park System Website: This website was designed to give users an easy way to search for national parks to see while visiting a state, as well as look for different activities to do while visiting. Link: <https://mdbow22.github.io/Project-One/>

Password Generator: This password generator was designed to enable users to generate a secure password that included uppercase and lowercase characters, as well as numbers and symbols. Link: <https://bkhanal87.github.io/JavaScript-Password-Generator/>

EXPERIENCE

Accountant/Examiner 2, Opportunities for Ohioans with Disabilities, Cincinnati, OH. 07/2018–Present

- Work closely with vocational rehabilitation counseling staff and vendor to ensure that services are authorized, and payments vouchered in a consistent, accurate and timely manner.
- Complete authorizations based upon agency fee schedules.
- Follow policies, procedures, and office protocols to help track and ensure the most efficient use of Ohio's taxpayers' dollars.
- Assist agency staff, vendors and individuals with disabilities by providing support and guidance on the agency's fiscal processes. Utilize current technology and tools to complete fiscal responsibilities and general office practices and procedures.

Administrative Assistant, Department of Corrections, Denver, CO. 06/2017-07/2018

- Provided technical and administrative supports around project and task management
- Developed and maintained Database and Spreadsheet such as contact lists and budgets, and provided information upon request
- Conducted data entry as needed
- Assisted in planning and organizing travel needs and travel paperwork for the supervisor of DOC Programs office
- Coordinated purchase of office supplies and reconciled and balanced budget by making use of the Colorado Operations Resource Engine (CORE), an integrated financial management system

Health Information Specialist, SCL Health, Denver, CO.

08/2014-06/2017

- Assisted patient and families obtain their medical records while adhering to SCL Health rules and regulations abiding records disclosure
- Assembled, analyzed, and re-analyzed medical records for accuracy and completeness using EPIC (the Electronic Record System) and other software
- Answered telephone, routed calls appropriately, and served as liaison to patients, providers, and third-party vendors
- Performed document preparation, scanning and indexing of medical records, and audited results for image quality and accuracy

EDUCATION

Certificate in Full Stack Web Development: Coding Bootcamp, Ohio State University, Columbus, OH

Certificate in IT Support: Coursera, Offered by Google

Bachelor of Science in HealthCare Management: Metropolitan State University of Denver, Denver, CO