

CAITLIN CREWS

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PROFESSIONAL PROFILE

Highly dedicated graduate of the University of Central Florida with a wide range of experience from web development, to financial accounting, coordinating, medical coding, and beyond. Responsible and cooperative, a goal-driven employee suitable for both individual and team settings. Currently seeking a full- or part- time internship opportunity to demonstrate my comprehensive knowledge of web development gained via the Coding Bootcamp program at the University of Central Florida.

PROFILE OF SKILLS

Web Development
Full-Stack Capability

HTML
CSS
JavaScript

SQL/Sequelize
Mongo/mongoose

PROFESSIONAL EXPERIENCE

CLIENT CARE COORDINATOR | COUTURE MED SPA, OCOEE, FL.

June 2020 – September 2020

HIPAA Certified Assistant responsible for direct patient care and satisfaction.

- Upsold memberships to new members and returning guests.
- Carefully performed procedures including TruSculpt and B-12 Energy injections.
- Scheduled appointments and oversaw patient consent forms.
- Charted Botox, Dysport, Laser, and Filler procedures utilizing Aesthetics Pro and NexTech software.

CAPTIONING ASSISTANT | CAPTEL SERVICE SPECIALISTS, ORLANDO, FL.

February 2019- May 2020

Accurately transcribed live phone conversations utilizing voice recognition and transliteration software.

- Preserved client confidentiality and privileged information.
- Maintained a typed words-per-minute average of 65+ with a low error rate.
- Demonstrated strong multi-tasking ability by transcribing conversations verbatim with a precise attention to detail.
- Achieved exemplary evaluations in daily monitors, monthly speed and accuracy tests, as well as bi-monthly adherence reviews.

FINANCIAL OPERATIONS ASSISTANT | UCF ALUMNI CENTER, ORLANDO, FL.

September 2015 - December 2018

Provided support in fiscal operations which oversaw all colleges within the University of Central Florida Alumni Center.

- Attended an annual Credit Card Information Security Course.
- Completed all requirements to access trusted information.
- Audited payments, invoices, revenue & expenses each fiscal year for 3 years.
- Organized and maintained receipts for 15 employees with access to company credit cards.
- Assisted in front-of-house operations, including greeting guests, answering phones and running events as needed.

EDUCATION

Bachelor of Science- Interdisciplinary Studies

Minor in Health Sciences

Dean's List

University of Central Florida, May 2020

UCF Coding Boot Camp

University of Central Florida, March 2021