

# Catherine Upperman

A beginning Coder, with a multitude of languages in the tool belt, and a demonstrated history of working in the finance and healthcare industry in a corporate environment.

**Contact: email:** [catupperman@gmail.com](mailto:catupperman@gmail.com) **cell:** 856-906-2037

**Web-Page:** <https://catupperman.github.io/Cats-Profile/> **GitHub:** <https://github.com/catupperman>

**LinkedIn:** [LinkedIn.com/in/Catherine upperman-370a97a8](https://www.linkedin.com/in/Catherine-upperman-370a97a8)

## Technical Skills:

- HTML
- CSS
- JavaScript
- jQuery
- Handlebars
- Node.js
- Microsoft Outlook
- PowerPoint, Word, Excel
- Workday
- Sage
- ADP
- Complaint Resolution
- Organizational Skills

## References:

### Robert Curran

484-432-5640

Co-Worker- Vanguard

### John Hnat

610-513-7453

Team Leader- Vanguard

### Lynn Vanderburg

610-608-2724

Trainer -Gateway Medical

## Education

**Penn LPS**, Online, Philadelphia, PA - Certificate Full Stack Web Developer (Pending Graduation November 13th, 2021)

**Ashford University**, Online, Clinton, IA — Bachelor's Degree in HealthCare Administration 2014-2016

**Rowan College at Gloucester County**, Sewell, NJ — Associate's Degree in Arts and Sciences 2004-2006

## Experience:

UPenn LPS, Trilogy Education Services, Philadelphia, PA – May 2021- Graduation November 13th, 2021

-Building Websites from scratch with HTML, CSS, JavaScript, and JQuery

## Examples:

### Code Quiz:

<https://catupperman.github.io/Code-Quiz/>

### Work Day Scheduler:

<https://catupperman.github.io/work-day-scheduler/>

### First Group Project:

<https://chemacenturion.github.io/Search-Fore-Golf>

## Accounts Payable Associate (October 2020-Present),

Patient Service Representative (March 2019- October 2020), Gateway Medical Associates, Exton, PA

Day to day work life in the accounting department, consists of responding to multiple emails, keeping track of vaccine inventories, and entering in invoices to ensure payments are made on time. Understanding of Excel is an absolute must, and having a grasp on tax documentation is critical. Having patience when dealing with vendors, and handling confrontations or disagreements in charges requires tact.

## Participant Services Hardship Specialist, Trainer,

Vanguard; Malvern, PA — June 2017-Oct. 2018

Working for Vanguard is such a unique experience, filled with diversity. Each phone call would be different from the last, answering pressing questions regarding employee's retirement plans over several different companies. Vanguard trains their employees extremely well, and ensures their clients are receiving the best experience. Day to day life working for Vanguard consisted of answering 50-100 phone calls within the confines of timing constraints,