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[catupperman@gmail.com](mailto:catupperman@gmail.com)

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)



Beginning Coder with a demonstrated history of working in the finance and health care industry.

**Skills:**

- HTML
- CSS
- JavaScript
- jQuery
- 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

**Experience**

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

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

- Submitting invoices into Sage and ensuring payments are made on time.
- Working with Vendors to establish accuracy in invoices
- Entering/Handling tax documentation
- Liaison between patients, nursing staff, and Doctors, in a busy office setting.
- Handling sensitive patient information via Allscripts and Navinet.

Participant Services Hardship Specialist, Trainer, Vanguard; Malvern, PA — June 2017-Oct. 2018

- Customer Service expert, specializing in handling difficult conversations.
- Answering 30-100 calls a day, transferring appropriately when necessary
- Attention to detail, in a rapid environment.

**Education**

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

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

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

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