

Diana Khaosanga

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Professional Summary

Driven professional junior web developer with a fast learning curve. Strong time management and multi-tasking skills with a strong work ethic in both team and individual settings to drive product success and process efficiency using an analytical mindset.

Education

Oregon State University, Corvallis, Oregon.
Bachelors of Science, Biology.

PDX Code Guild, Portland, Oregon.
Full Stack Web Development Boot Camp

Technical Skills

Languages: Python, JavaScript, SQL, HTML5, and CSS3

Experience

The Standard, Portland, Oregon **09/2015 – 01/2018**
Retirement Plans Compliance Analyst

Test plans on an annual basis to determine if they meet government compliance requirements and provide action guidelines. Reconcile plans annually and create form 5500 as well as help with plan audits on large plans.

The Standard, Portland, Oregon **05/2014 – 09/2015**
Rating Analyst

Use underwriting guidelines to process group insurance proposals to determine appropriate industry codes and plan designs as well as evaluating business risk.

The Standard, Portland, Oregon **08/2013 – 05/2014**
Policy Administration Representative

Reconcile cash received by transferring and processing monthly premiums for groups coordinated with assigned group offices.

ODS Companies, Portland, Oregon **04/2012 – 08/2013**
Billing and Eligibility Specialist

Code and process applications into Facets database system for groups.
Reconcile accounts monthly for group premiums.
Provide customer service to group administrators as needed.

ODS Companies, Portland, Oregon **08/2011 – 03/2012**
Medicare Billing and Eligibility Clerk

Input applications and supplements into application log.
Update multiple databases with member information.
Basic office duties; copying, filing, answering phones, etc.