Hillary Hardiman

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Education

University of Richmond: UR Coding Boot Camp, to be completed January of 2019
Virginia Commonwealth University: Master of Product Innovation
  GPA: 4.0
Virginia Commonwealth University: B.S. in Biomedical Engineering, Minor: Mathematics
  GPA: 3.54
  Honors and Awards: Cum Laude

Skills

Coding languages: JavaScript, Node, HTML, CSS, some knowledge of Java
Design applications: Google SketchUp, Adobe Illustrator
Proficiencies: Agile methods, G-suite, Microsoft Office, Critical thinking, Strong communication skills
Interests: Continuous learning in technology; the arts (photography, drawing, guitar)

Employment History

Operations Consultant Bank of America, Richmond, VA   November 2016 - Present
- Set up and maintain high priority data for domestic and international corporate clients through collaboration across multiple teams
- Provide strategic guidance, training and facilitate work direction for new and less experienced associates
- Efficiently authenticate data and evaluate for consistency through multiple third-party vendors

Office Manager Healthy Changes Counseling, Richmond, VA   May 2009 – Present
- Improved multiple office-wide processes by upgrading physical filling and record system to Office Ally
- Effectively deliver business communications with multiple insurance companies and over 500 clients
- Process billing for all insurance companies and generate statements for monies owed
- Organize concise meetings between staff and therapists, develop and maintain filing systems, streamline billing processes

Intern Klimak Srl, Piazzola sul Brenta (PD) - Italy   May – August 2015
- Significantly lowered shipping expenditures by optimizing loading charts for shipment of HVAC units
- Created price breakdowns, document templates, and compliance templates/documents

Research Assistant VCU, Richmond, VA   May – August 2013
- Developed and debugged a program in MATLAB. The purpose of the program was to simulate multitasking by using simultaneous game like tasks such as directing a car while entering numbers displayed on the screen or following a flight path while determining where to drop simulated bombs. I collected and analyzed behavioral data of test subjects completing the tasks.

Project Experience

- Created mock up collaboration spaces in Google SketchUp for VCU School of Business
- Wrote code to direct a microscope to take images of assays and used MatLab to analyze the images
- Created a marketing and communications plan for the Mt. Olive Baptist Church
- Created a marketing and roll out plan for the VA biotech company ImmunArray, mainly researched medical billing for non-FDA approved devices/products
- Worked with a team to create an interactive display to teach K-5 students about pattern