

# JACALYN SHOU

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## EDUCATION

Current Student  
of Full Stack (MERN)  
Web Development Boot Camp,  
College of LPS at UPenn

Bachelor of Arts in  
Advertising (Art Direction),  
Temple University

## FRONT & BACK END

HTML, CSS  
Bootstrap and Materialize CSS  
Javascript, jQuery

MERN Stack  
\*Coming Soon\*

## DESIGN SKILLS

### UI/UX Driven

Photoshop, Illustrator,  
InDesign

Typography

Organized, Detail Focused

## PAST JOBS

**Reimbursement Analyst II**, Envision Physician Services

APR 2018 – SEPT 2019

- Created and analyzed reports to ensure consistent and accurate payments were being received.
- Researched and obtained policy information from payers to ensure proper claims billing.
- Tracked and carried out audit requests from payers within a timely manner to retain received payments.

**Enrollment/Billing Specialist II**, Envision Physician Services

AUG 2015 – APR 2018

- Manage providers' enrollments with multiple insurances while resolving issues with high accounts receivable (AR) in a timely manner to maximize provider payout.
- Oversee accuracy of provider information in enrollment and billing information systems to ensure claims are correctly billed.

**Merchandising and Sales Support**, Madewell and J.Crew

DEC 2009 – NOV 2015

- Facilitated initial merchandising and organizing of Madewell store opening in Philadelphia, PA in October 2013.
- Transitioned to a sales role with an average of 2 units per transaction (UPT) and an average dollar sale (ADS) of \$105.64.
- Became a go-to resource for coworkers and customers due to knowledge of men's and women's trends, product, and store policies.

**Manager**, Tenth Street Pourhouse

DEC 2008 – FEB 2013

- Supervised 9 employees, providing feedback and guidance to ensure that job expectations, as well as employee expectations, were met.
- Proactively instituted and preserved an effective working environment by ensuring employees were adequately communicating with each other.
- Became the face of the restaurant, providing exceptional customer service.