JACALYN SHOU

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EDUCATION	FRONT & BACK END	DESIGN SKILLS
Current Student of Full Stack (MERN) Web Development Boot Camp, College of LPS at UPenn	HTML, CSS Bootstrap and Materialize CSS Javascript, jQuery	**UI/UX Driven** Photoshop, Illustrator, InDesign
Bachelor of Arts in Advertising (Art Direction), Temple University	MERN Stack *Coming Soon*	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.
- 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.