

Kachel Wittig

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Experience

EXPORT MANAGER / BUSINESS DEVELOPMENT COORDINATOR, TRADE ASSOCIATES GROUP

CHICAGO, IL – MAY 2016 - SEPTEMBER 2017

Export:

- Sent to trade shows to solicit new leads as the company's polyglot liaison
- Managed overseas sales representatives
- Interfaced with marketing on email campaigns and catalog mailings
- Managed international business relations: their claims and disputes, purchase orders, and back orders

Business Development:

- Created entirely new system for generating product catalogs
- Published twice monthly catalog for overstock products
- Managed sample orders for the key accounts
- Allocated available inventory for online retailers
- Synthesized monthly sales data for board level review

SENIOR ASSISTANCE COORDINATOR, AXA ASSISTANCE

CHICAGO, IL – APRIL 2014 - MARCH 2016

- Provided assistance with emergency medical situations for overseas customers and international health providers
- Acted as case manager for medical cases by confirming benefit eligibility and establishing payment with foreign hospitals for two independent contracts (Bluecard World Wide and Federal Employee Program)
- Solved processing problems for international medical and pharmacy claims
- Communicated with international health care providers and customers in French and Spanish by oral interpretation (phone calls) or written translation (medical documents)
- Gave travel aid to international customers by scheduling appointments and locating overseas providers

Education

Flatiron School, Full Stack Development Program, *February – Present*

Kalamazoo College, International Studies / Chinese – *September 2007 – March 2012*

CET Academic Program *August 2009 - June 2010*

Capital Normal University, Beijing, China – *August 2009 - December 2009*

Harbin Technical Institute, Harbin, China – *January 2010 – June 2010*

Skills

Languages: Advanced French, Conversational Spanish, Conversational Mandarin

Computer Programs: Advanced Proficiency MS Suite (Word, Excel, Powerpoint, Publisher, Outlook, Sharepoint), Working Proficiency CorVu, and Advanced Proficiency AS400

Computer Languages: Basic Knowledge JavaScript, Shell Script, CSS, HTML, SQLite, Working Knowledge Ruby

Awards

Voted "Happiest Employee" at Axa Assistance November 2015

Women Who Code Scholarship 2018

Project Alloy Scholarship 2018, 2019

RubyConf Scholar, 2018