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|  |  | Katherine Yoguez  Full Stack Developer |
| Contact PHONE:  (203) 274-2092  WEBSITE:  LinkedIn: /KatherineYoguez  GitHub: /KatherineYoguez  EMAIL:  Katherine.yoguez@yahoo.com Hobbies Reading  Writing  Coding |  | EDUCATIONUCONN Coding Boot Camp March 2021 – August 2021  Currently holding an A- grade. Norwalk High School August 2010 – June 2011  High School Diploma **SKILLS** Languages: HTML, CSS, SQL, JavaScript  Applications: GitHub,  Tools: Bootstrap, Node, jQuery ProjectsPirate Ship, GitHub Summary: Battleships is a remake of the classic pen and pencil game brought to your browser. Game is round-based and can be played in single- or two-player mode.  Tools: HTML, CSS, JavaScript, jQuery, API, LocalStorage Weather Dashboard, GitHub Summary: Weather app for travelers to check the 5-day forecast for every city.  Tools: HTML, CSS, JavaScript, jQuery, API, Bootstrap. Work Scheduler, GitHub Summary: As an employee with a busy schedule, I want to add important events to a daily planner so can manage my time effectively.  Tools: HTML, CSS, JavaScript, jQuery WORK EXPERIENCENew England Orthotics and Prosthetics, Lead Admin October 2018–Feb 2020  Greet patients, answer 200 phone calls a day and scheduled 100 appointments a day.  Checking in patents in a high volume, fast paced environment ensuring requests are met and accurate billing.  Managed electronic medical records for more than 5000 patients.  Respond to quest need and request in a timely, friendly and efficient manner.  Assisted medical billing specialists with coding and claims for more than 10000 claims.  Responding to emails through the day in a timely manner.  Collecting proper demographics, insurance info and proper HIPPA documents signed.  Faxing and requesting proper info from referring Dr's offices.  Keeping office updated with insurance policies and guidelines.  Submitting claims with proper paperwork and following insurance guidelines.  Best product knowledge to answer patients' questions via phone calls, emails.  Building relationships with admins at other Dr's offices to obtain paperwork for patients.  Cleaning, sterilizing patient waiting rooms and tools used on patients.  Ordering monthly office supplies when items are low. Stamford Marriott, Front Desk Agent April 2016–October 2018  Greeting guests with a smile and approachable manner  Checking in guest in a high volume, fast paced environment ensuring requests are met and accurate billing.  Provided excellent customer service, tourism information and local attractions.  Respond to quest need and request in a timely, friendly and efficient manner.  Answering multiple phone lines that are inquiring about billing, upcoming reservations, cancellations, or general questions about the hotel.  Responding to emails through the day in a timely manner.  Sending faxes regarding billing, folios or cancellations.  Working side by side with the manger to assist with any tasks throughout the day.  Ordering supplies for the front desk. Sports Authority, Head Cashier/Supervisor October 2010 – May 2016  Supervising 20 cashiers, managing lunch times and department coverage.  Handling cash office duties. Counting tills, cash deposits and safe.  POS knowledge and usage. Processing cash, debit, credit, gift cards, checks etc.  Assisting the best customer service to all the customers.  Processing returns and exchanges.  Working beside the department managers with any task through the day.  Answering phone calls and emails regarding products, deliveries and customer issues.  Providing the best customer service to hit goals and monthly quotas. |