Kayla Dong

Oakland, CA | P: 520-818-8568 | kayladong.dev@gmail.com | LinkedIn | Github

EDUCATION

UNIVERSITY OF CALIFORNIA, BERKELEY　　　　　　　　　　　　　　　　　　　Berkeley, CA
Bachelor of Arts　　　　　　　　　　　　　　　　　　　　　　　　　　　　Aug 2014 – May 2018
Major in Music

WORK EXPERIENCE

KYO AUTISM THERAPY　　　　　　　　　　　　　　　　　　　　　　　　　Daly City, CA
Revenue Cycle Analyst　　　　　　　　　　　　　　　　　　　　　　　　Oct 2018 – Present
Provides ABA (Applied Behavioral Analysis) treatment to children on the autism spectrum

- Supervised 2 other team members on recording payments received electronically and in paper check form
- Participated in the collection of over $200k daily in insurance payments and patient responsibility
- Pioneered a new software feature, the ERA (Electronic Remittance Acceptance) list, to record payments made by insurance companies, which decreased recording time by 60%
- Applied charges to virtual insurance cards and patients' credit cards, up to $50k daily
- Logged in to the company's DocuSign account to check for and fill in new credit card entries to patient files in accordance with HIPAA, reducing the number of attempts needed to follow up with patients regarding missing or declined credit cards by 25%
- Provided support through both email and phone to patients and other professionals such as social workers

PROJECTS

PORTFOLIO SITE | DEPLOYED APP | GITHUB REPO　　　　　　　　　Oct 2022 – Present

- Built a single-page mobile-responsive portfolio site with 4 different tabs using reusable and styled components of React.js
- Implemented EmailJS functionality into the form under the Contact tab to enable email sending

PRIMARY KEYS RENTALS | DEPLOYED APP | GITHUB REPO　　　　　　　　　　Sep 2022

- Created the server, models, database, and controllers in a 4-person team using Sequelize, Express.js, Node.js, and MySQL
- Contributed to the design of partials for 9 cards using Handlebars under the Model-View-Controller (MVC) framework which appear on the main page after logging in

LICENSES & CERTIFICATIONS

FULL STACK WEB DEVELOPMENT CERTIFICATE | LINK　　　　　　　　　　Berkeley, CA
University of California Berkeley Extension　　　　　　　　　　　　　Jun 2022 – Nov 2022

ADDITIONAL

Technical Front-End Skills: React.js, HTML, CSS, JavaScript, Handlebars, jQuery, Bootstrap, Bulma
Technical Back-End Skills: REST APIs, Express.js, Node.js, Sequelize, NoSQL, MongoDB, Apollo, GraphQL
Other Skills: Git, Github, Heroku, Model-View-Controller (MVC), Progressive Web Applications (PWAs)
Languages: Fluent in English; conversational proficiency in Cantonese; basic proficiency in Spanish