Lexi Allen

Parker, CO | 662-549-4866 | lexi.allen14@gmail.com | LinkedIn | Github | Portfolio

Professional Summary

Seasoned professional with extensive experience in the healthcare financial sector, now expanding expertise through AWS re/start training in cloud computing. Demonstrates a strong ability to solve complex problems using analytical thinking and a proactive, self-motivated approach. Recognized for providing exceptional support and fostering collaborative environments. Equipped with technical skills in full stack software development to deliver innovative solutions and drive continuous improvement in healthcare operations.

Technical Skills

Operating Systems: MacOS, Windows, and Linux,

Software: Visual Studio Code, Github, JIRA, Postman, Microsoft Suite, and Google Suite,

Cloud Computing: Cloud Concepts and AWS Services, Install and configure the AWS CLI, Using AWS Systems Manager, creating a website on S3 and Amazon Ec2 Instances, Scale and Load Balance the Architecture, Configuring an Amazon VPC

Networking: Basic knowledge of Networking protocols and concepts, creating AWS Virtual Private Cloud, launching EC2 instances, Security Groups, NACL's Subnets, and Internet Gateways

Linux: Fundamental working knowledge of the Linux operating system and Shell Scripting, Puttying Permissions, Working with Commands and Managing Processes

Security: Basic knowledge of security, AWS IAM, AWS security services

Database: SQL and MongoDB

Programming: Fundamentals of Python Programming, Python Flow control, Python Modules, Fundamentals creating Full Stack Websites with Javascript, HTML, CSS, Express.js, React.js, Node.js, Debugging, and APIs

Containers: Amazon ECR, Amazon ECS, Amazon EKS, and Basic Dockers

Projects

Cloud Website | Amazon S3, AWS Amplify, Docker, AWS Fargate, Amazon ECS, and Amazon ECR
- Deployed a static website using Amazon S3 and AWS Amplify. Integrated the website with a containerized service using Dockers and AWS Fargate. The setup includes CI/CD pipelines for automated deployment and management.

Education

Per Scholas | AWS re/start Training | Parker, CO   October 2024

Upright Education | Full Stack Software Development | Parker, CO   December 2023

Mississippi University for Women | Bachelors in Healthcare Management | Columbus, MS   May 2017

East Mississippi Community College | Associates in Liberal Arts | Mayhew, MS   May 2015

Professional Experience

Cash Application Analyst | Karcher North America; Aurora, CO   June 2022 - September 2023
- Managed financial transactions averaging $1M daily through lock-box and $200k via credit card payments, ensuring precision and promptness in processing

- Executed daily reconciliation of the sub ledger, meticulously aligning customer remittances with invoices to uphold financial integrity
- Engineered and implemented streamlined processes that enhanced transaction accuracy, achieving a 15% reduction in reconciliation errors

Corporate Account Analyst | Colorado Center for Reproductive Medicine; Lone Tree, CO   March 2021 - June 2022
- Administered billing operations for 5 clinics, managing a monthly revenue stream of $2M, while ensuring the implementation of efficient and accurate billing processes
- Conducted market trend analysis and process optimization, achieving a $200k reduction in aging revenue through proactive billing strategies and data-driven adjustments
- Delivered comprehensive analysis of reimbursement metrics to the VP of Contracting and Revenue Cycle, facilitating data-informed decision-making and strategic planning
- Leveraged detailed knowledge of billing and protocols to address and resolve complex billing issues, ensuring optimal customer satisfaction and engagement.

Administrative Assistant | Columbus Light and Water; Columbus, MS   July 2020 - March 2021
- Finalized billing and maintained records of delinquent accounts for customers
- Reconciled and prepared band deposits for approximately $100K in payments and provided clear and concise communication to customers

Revenue Cycle Associate | Drayer Physical Therapy; Columbus, MS   August 2017 - July 2020
- Reconciled $2M in electronic payments from insurance carriers using automated reconciliation tools, ensuring precision and timeliness in processing transactions
- Executed denial appeals by analyzing detailed reason codes and performing root cause analysis, driving enhanced revenue recovery and optimized cash flow for the organization.
- Managed billing inquiries and provided exceptional customer service by directly addressing and resolving billing issues efficiently

Education Awards

Phi Theta Kappa Honor Society | East Mississippi Community College   August 2014-May 2015

Phi Theta Kappa Alumni | Mississippi University for Women   August 2015-May 2017

Social Clubs

Student Government President | East Mississippi Community College   2014-2015

EMCC Ambassador | East Mississippi Community College   2013-2015