

Michelle Mendieta

michjmend@gmail.com
(732) 693-4797

Skills

Technical: Programming/Web/App development, HTML, CSS, JavaScript/jQuery, Node, Yarn, Microsoft Office (Word, Excel, PowerPoint, Outlook), Casamba (management software system)

Languages: Fluent in English and Spanish

Certifications: CPR/AED & First Aid

Personal: Ability to manage priorities, multi-task & meet deadlines, advanced problem-solving skills, meticulous leadership and organizational skills and easy to work with

Professional Experiences

Office Coordinator, January 2018-present

Robert Wood Johnson Barnabas Health Outpatient Physical and Occupational Therapy

- Set up patients schedules while being conscious of any restrictions from the doctor, insurance companies and/or hospital policies
- Verify benefits for patients and educate them regarding their responsibilities
- Request for authorization of visits from patients insurance companies
- Log and enter all co-pays into systems needed for transactions to be documented and completed
- Create new projects to better the facility to keep workflow more efficient and organized
- Manage front office staff by assigning day-to-day tasks
- Order office supplies for the facility to maintain a complete inventory

Head Physical Therapy Aide, Nov 2014 - January 2018

Robert Wood Johnson Sports Physical Therapy

- Created excel spreadsheets to record tasks performed by employees
- Took patients through exercises assigned by therapist and ensured that each movement was performed safely and correctly
- Guaranteed the smooth functioning and productivity level of the facility by scheduling aide staff appropriately based on experience and daily patient appointments
- Administrative duties: answered calls, confirmed appointments and filed documents

Community Assistant, June 2011- May 2014

Rutgers Residence Life

- Ensured the protection of every student living in the building by being prepared for any emergency situations
- Kept track of guest log-in sheet to maintain organization

Receptionist, March 2011-January 2013

RWJ Fitness & Wellness Center

- Answered phones and transferred calls to correct departments
- Handled all payment transactions at cashier for all members
- Organized members' appointments and began gym membership process with all prospects

Education

Rutgers Coding Bootcamp, Pending Graduation: August 2019

Continuing Education, New Brunswick Campus

BS, Exercise Science Applied Kinesiology, Jan 2011- Oct 2014

School of Arts and Science at Rutgers, the State University of NJ

AA, Math Science, Science option

Brookdale Community College, Fall 2009 - Fall 2011

Community Service

- Community Outreach, RWJBH – New Brunswick 2018-present
- Children's Specialized Hospital – New Brunswick, NJ, March 2014-May 2014
- Latin American Student Organization – Rutgers, Jan 2011- May 2014