

Mayra Ibarra
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Experiences:

Human Resources: March 2020 to Present

Taco N Madre Taqueria Y Cevicheria

- Manage the hiring and interviewing process.
- Developed training and performance material.
- Review and ensure the restaurant's compliance with local and state's regulations.

Medical Secretary/Administrative Assistant: August 2015 to Present

Silverman Ankle and Foot

- Assist physician and staff
- Record and transmit messages.
- Schedule consultations and surgeries.
- Coordinate referrals to other health care providers.
- Scan x-rays, lab results, physical therapy, MRI's and CT scan reports.
- Medical Records Custodian

Billing & Collections: September 2010 to August 2015

Lake Nicollet Chiropractic Clinic/Injury Physicians of Minnesota

- Managed all day-to-day operations including training, supervising staff members.
- Order Supplies for multiple clinics.
- Medical Billing and Collections.
- Generate weekly and monthly financial reports.
- Skills obtained: Team Orientation, Communication, leadership and problem solving.

Education:

University of Minnesota Coding Boot Camp, Minneapolis, MN

Software Engineering Immersive / February 2022

- Developed multiple projects and built two user-friendly websites using full-stack Javascript and several other programming languages, libraries and frameworks.

University of Minnesota, Minneapolis, MN

Bachelor of Liberal Arts / May 2018

- Major in English and Minor in Public Health

Other Skills:

- Fluent in Spanish
- Microsoft Word
- Microsoft Office
- Excel
- Epic/Excellian
- MySQL
- MongoDB
- Javascript
- HTML
- CSS
- Node.js
- Express.js
- APIs
- OOP
- ORM