

Paige Carroll

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Summary

Creative and detail-oriented digital native with an interest in web accessibility and storytelling. Experience demonstrates a strong aptitude for creative problem-solving, adaptability, and swift knowledge acquisition. Seeking a dynamic team to enhance technical proficiency, tackle challenging problems, and foster creativity in a nurturing environment.

Education

University of Texas - Austin	2023
Full Stack Web Development Certificate	
University of Oregon	2015
Bachelor of Science - Human Physiology	

Experience

Endeavors, Austin, TX

Data Entry Coordinator May 2024-Present

- Conduct data entry, updates, and reporting in HMIS & Salesforce; monitor and report on data quality and assist with audits; collaborate with staff on compliance and accuracy; resolve data queries and inconsistencies; create detailed reports and visualizations; optimize data intake across formats; train staff on database usage and policies

The Collab Lab, Remote

Software Developer Apprentice February 2024-April 2024

- Contribute to a 10-week apprenticeship team overseen by mentors, develop an app using React and Firebase, utilize pair programming, Slack, and GitHub for issue resolution and communication, conduct weekly code reviews, demos, and merges while ensuring adherence to deadlines, and maintain a weekly task completion cadence in an agile setting

Century Consulting Services LLC, Remote

Data Entry Specialist April 2022-June 2023

- Manage and sustain relationships with vendors, negotiate and review settlement offers for clients, create structured payment arrangements, consistently settle monthly accounts, accurately enter data into CRM software, organize files and reports, and format spreadsheets proficiently according to department standards

Commonwealth Coffeehouse and Bakery, San Antonio, TX

Barista Dec 2020-Feb 2022

- Excel in customer service leading to repeat business, successfully manage sales resulting in increased profits, organize the store for improved customer experience and efficiency, and adeptly solve on-the-job problems

Scribe America, Live Oak, TX

Chief Scribe Oct 2016-Dec 2018

- Perform monthly quality checks and reporting, recruit, interview, and onboard new hires, train staff, schedule shifts, and facilitate effective communication between scribes and emergency department staff, including conflict resolution

Scribe June 2016-Feb 2019

- Document patient visits in real-time, efficiently keep medical records, increase physician productivity, adhere to standardized guidelines for accurate charting, and gather thorough information from law enforcement/EMT for comprehensive patient histories in emergency medical settings

Skills

Written and Verbal Communication | Organization | Adaptability | Problem Solving | JavaScript | React | Node | Express | Git | HTML/CSS | Excel | SQL | JSON | Active Listening | Attention to Detail | Time Management | Customer Service | Empathetic