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|  |  | Experience **Accountant - San Saba Construction Services, Inc., Dallas TX January 2018 to Present**   * Accounts Payable and Accounts Receivable. * Entering invoices needing to be paid as well as pay the invoices before or when their terms expire. * Submit monthly payment applications to our customers we do work with to ensure we have money coming to the business. * Reconciling all credit cards and bank accounts to ensure everything matches the statements.  Registered Pharmacy Technician – NRH Pharmacy, North Richland Hills TX November 2017 to January 2017  * Call patients and make sure they want to fill their prescriptions. * Run their insurance claims and add rebates and coupons to minimize their cost for medications. * Run their credit cards and then set everything up to be shipped out to the patient’s home whether it be in state or out of state. * If we can't get ahold of patients after a certain amount of time, we contact the doctor to get an alternative number to contact the patient. * If there is ever a problem with their insurance, we try to contact the patient first to resolve the issue or contact the insurance company to get what is needed.  Installer – Advanced Window Products, Pasadena TX July 2016 to May 2017  * Rip out old window frames. * Cut sheet rock and windowsills to ensure fitment of new window. * Install new vinyl window. * Caulk the interior and exterior of window. * Clean the window. * Pick up trash and clean around the work area.  Patient Care Technician ED, Fort Worth TX September 2014 to July 2016  * Help patients change into hospital gown if needed. * Hook the patient up to a cardiac monitor. * Take vital signs and record them. * Draw blood from patients and performed chemistry test on the blood sample. * Performed EKG's. * Performed CPR when needed. * Applied splints to affected areas. * Retrieved medicines out of the PYXIS machines per the doctor’s request. * Assisted the doctor in various task and treatments. * Cleaned and prepared wounds for sutures or staples. * Cleaned patient if they were incontinent. * Observed and recorded vital signs.  Sales – Unclaimed Freight Co., Fort Worth TX October 2011 to August 2013  * Talk to customers about items that they were interested in purchasing and give them specific details about the item. * Handling cash/check or the customers bank card. * Assist in unloading the delivery truck when we received new orders. * Organizing the showroom floor to make it more appealing to customers. |
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|  |  | EducationFull Stack Software Developer August 2019 - Present **Code Institute – Online Based**  **High School Diploma June 2010**  **Deer Park High School – Deer Park, TX** |
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|  |  | Certifications **Registered Pharmacy Technician**  **License #: 276557** |

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|  |  | References **Available Upon Request** |