DELTONA, FL
(954)-881-6619
VICTORIAMATAXO@GMAIL.COM

# VICTORIA MATA

## PERSONAL SUMMARY

Results-driven professional with a proven ability to excel in fast-paced environments requiring critical thinking and innovative problem-solving. Skilled in analyzing complex data, managing time effectively, and adapting to new challenges. Strong communicator who thrives in both collaborative and independent roles, committed to continuous improvement and delivering excellence.

## SKILLS

**Technical Skills**

- Data Analysis: Proficient in Microsoft Excel, SQL, SmartSheet and Tableau.
- Programming Languages: JavaScript, Typescript, and Python.
- Databases: SQL, MongoDB.
- Business Tools: Microsoft Powerpoint, Google Slides.

**Analytical Skills**

- Skilled in building and working reports, applications, and dashboards for stakeholders.
- Strong identification of trends, patterns, bugs, and insights from complex datasets.
- Data-driven insights development to optimize business processes.

## EXPERIENCE

**TEAM HEALTH, Remote** — *Provider Enrollment Representative – Hospital Medicine*

JULY 2023 - SEPTEMBER 2024

- Verified Doctors, Nurses, and Physician Assistant's state licenses, Tax Id, NPI, current Medicare enrollment on CMS, as well as state required carriers. Prepared enrollment packets for required carriers in a timely fashion so that the provider can take care of patients and prevent the company from writing off money. Utilized IDX, ETM, Tableau, Microsoft Excel, Smartsheets, NPPES.cms.hhs.gov, and various insurance sites. Called carriers to research why a claim was denied to appeal and resolve. Provided weekly reports to my team and supervisors. Stepped into other roles to assist when needed. Organized tasks by highest priority to meet deadlines.

**REGIONS BANK, Knoxville, TN** — *Vault Teller*

SEPTEMBER 2022 - JULY 2023

- Gained experience in cash handling, vault shipments, check verification, and navigating through several softwares including third party systems, support tickets and Western Union. As vault teller, I was responsible for updating the totals on an excel spreadsheet daily. Weekly, I ordered money through a website called "ICOM" and ship out money that is necessary to reach certain numbers. I worked quickly and efficiently with a large number of customers.

## EDUCATION

**UNIVERSITY OF CENTRAL FLORIDA, Remote** — *Coding Bootcamp Certification*

SEPTEMBER 16 2024 - DECEMBER 12 2024

- Learned various technologies such as JavaScript, TypeScript, React, Node, Express, SQL, MongoDB, and Python. Built front-end websites from scratch, as well as used ready-made frameworks. Created full-stack-single-page web applications using RESTful API routes. Implemented databases that communicate with the front-end. Learned reverse-engineering, testing, and debugging independently and collaborated on complex group projects.

## LINKS AND PROJECTS

- Portfolio developed and deployed: https://victoriamata.netlify.app/
- Github Repositories featuring all my projects: github.com/victoriamata
- LinkedIn: https://www.linkedin.com/in/victoriamataxo/
- Group project using JWT authentication, MongoDB, and React.js: https://focusflow-sr9k.onrender.com/
- Nessa's Catering Website (personal project) built with React: https://nessaskitchen.netlify.app/