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Contact information

Edit

Full Name

Stephen Smith

Email Address

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To protect your privacy, we'll mask your email address. The employer will see

stephensmith5644_m7q@indeedemail.com

City, State

Chattanooga, TN

Phone Number

228-238-2768

Resume

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Stephen Smith

Graduate Student, Full-Stack Dev.

Chattanooga, TN 37416

[stephensmith5644_m7q@indeedemail.com](#)

228-238-2768

A 10-year US Army Veteran and aspiring software engineer with extensive leadership experience in the realm of patient care, healthcare operations, and agile technology. Pursuing AWS Certified in Academy Cloud Foundations, with a desire to utilize my ever growing skill-set to affect positive change and advance medical communities.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Health Information Specialists

Hamilton County Government -

Chattanooga, TN

September 2020 to October 2020

Managed, verifies, and enters health information data in both paper and electronic formats. Retrieved files and records ensuring timely record filing and retrieval. Assisted with contact tracing and monitoring as assigned. Ensured HIPAA compliance with all data and information. Assisted clients in obtaining COVID-19 test results by conducting phone interviews. Communicated effectively in oral and written form.

Software Engineer- Intern

Next Health Choice -
Chicago, IL
May 2020 to July 2020

Contributed 20 additions / alterations to code furthering customer relations. Created and managed new web program to increase operations productivity from by 20%. Researched methods to decrease server response times, and clean code base. Cited Python Enhancement Proposals in commit messages for every code addition. Implemented state-of-the-art techniques from multiple languages improving code readability and maintainability.

Processing Technician II

Division of Professional Registration - Board of Cosmetology and Barber Examiners -
Jefferson City, MO
January 2019 to August 2019

Processed applications and fielded incoming calls for an office managing 80,000 professional licenses. Created a Visual Basic for Application Macro to provide faster lookups for areas codes throughout the state. Organized, scanned, verified and archived over 200,000 documents into over 10,000 active and inactive records in a relational database. Managed digitization of official state archives from microfiche which enhanced customer experience, and reduced processing times. Promoted quickly from Processing Technician I to Processing Technician II, a role responsible for issuing professional licenses.

Combat Medic/Healthcare Specialist

US Armed Forces Army -
Fort Leonard Wood, MO
February 2009 to January 2019

- Most recent experience Blood Donor Center Technician (Phlebotomy)
- Medical Records
- Electronic Health Record (EHR)
- Patient Assessment
- Intravenous Infusions
- Medication Administration

Education

Full Stack Development

Code Platoon -
Chicago, IL
December 2019 to April 2020

Bachelor's in Emergency Management

Eastern New Mexico University -
Portales, NM
2012 to 2014

High school or equivalent

Gautier High School -
Gautier, MS
2002 to 2006

Skills

- - Word Processing (10+ years)
- - Powerpoint (10+ years)
- - Phlebotomy (7 years)
- - Medication Administration (7 years)
- - Medical Terminology (7 years)
- - Medical Records (5 years)
- - Customer Service (10+ years)
- - Auditing (Less than 1 year)
- - Customer Relationship Management (10+ years)

- - Bookkeeping (3 years)
- - Payroll (1 year)
- - Microsoft Excel (10+ years)
- - Accounts Receivable
- - Process Management
- - Database Administration
- - Accounting
- - Microsoft SQL Server
- - Databases
- - Data Warehouse
- - Agile

- - Computer Networking
- - Outlook (10+ years)
- - SQL
- - Linux
- - User Interface (UI)
- - MySQL
- - Oracle
- - Responsive web design
- - HTML5
- - Data entry
- - Title processing

-

- Typing

Links

<https://www.linkedin.com/in/stephen-smith-9559406a/>

Military Service

Branch: United States Army

Service Country: United States

Rank: SGT (Sergeant)

October 2012 to January 2019

Certifications and Licenses

Secret Clearance

Assessments

Supervisory Skills: Directing Others — Highly Proficient

December 2019

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: [Highly Proficient](#)

Reliability — Highly Proficient

December 2019

Measures a candidate's tendency to be dependable and come to work.

Full results: [Highly Proficient](#)

Written Communication — Proficient

December 2019

Best practices for writing, including grammar, style, clarity, and brevity.

Full results: [Proficient](#)

Retail Cashier — Proficient

November 2019

Calculating retail transactions and knowing cash drawer policies and procedures.

Full results: [Proficient](#)

Management & Leadership Skills: Planning & Execution — Familiar

December 2019

Planning and managing resources to accomplish organizational goals.

Full results: [Familiar](#)

Front Desk Agent (Hotel) — Familiar

December 2019

Selecting hotel rooms based on verbal requests and identifying errors in hotel data

Full results: [Familiar](#)

English Communication Skills: Typing — Expert

December 2019

Transcribing text using a standard keyboard

Full results: [Expert](#)

Case Management & Social Work — Proficient

January 2020

Prioritizing case tasks, gathering information, and providing services without judgment.

Full results: [Proficient](#)

Cooking Skills: Basic Food Preparation — Expert

February 2020

Preparing food, using cooking equipment, and converting ingredient measurements.

Full results: [Expert](#)

Food Safety — Highly Proficient

February 2020

Proper food handling, storage, and equipment use for preventing the spread of foodborne illness.

Full results: [Highly Proficient](#)

Software Developer Fit — Proficient

July 2020

Measures the traits that are important for successful software developers

Full results: [Proficient](#)

Programming Fundamentals — Proficient

July 2020

Designed by engineering managers and real-world employers, this test gives you hard data points to evaluate technical competency

Full results: [Proficient](#)

Customer Focus & Orientation — Proficient

April 2020

Responding to customer situations with sensitivity.

Full results: [Proficient](#)

Accounting Skills: Bookkeeping — Proficient

August 2020

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

Working with MS Word Documents — Expert

August 2020

Knowledge of various Microsoft Word features, functions, and techniques.

Full results: [Expert](#)

Spreadsheets with Microsoft Excel — Highly Proficient

December 2020

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Highly Proficient](#)

Software Developer Fit — Proficient

July 2020

Measures the traits that are important for successful software developers

Full results: [Proficient](#)

Programming Fundamentals — Proficient

July 2020

Designed by engineering managers and real-world employers, this test gives you hard data points to evaluate technical competency

Full results: [Proficient](#)

Analyzing Data — Proficient

August 2020

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data

Full results: [Proficient](#)

Accounting Skills: Bookkeeping — Proficient

August 2020

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

First aid — Highly Proficient

March 2021

Treating common medical emergencies.

Full results: [Highly Proficient](#)

Verbal communication — Proficient

February 2021

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Relevant experience

Edit

Software Engineer- Intern

Next Health Choice

Supporting documents

Edit

Cover letter

LynxDx 333 Jackson Plaza Suite 600 Ann Arbor, MI, 48103 Dear Hiring Manager, Thank you for reviewing my application for the position. I am the best fit for this position because I am passionate as it relates to healthcare and ensuring providers, and patients have necessary information securely, accurately, and rapidly as possible. I continually reevaluated my work and make improvements. Thank you for your time. I look forward to ongoing conversation regarding my potential as a candidate for the position.

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