*I remind myself occasionally of the Dr. Seuss quote, “Why fit in when you were born to stand out?” There is no doubt that living with Aspergers can be a challenge and that’s before facing all the stigma. Yes, I am Aspergers. I’ve dedicated my passion in pursuing opportunities of data entry, financial documentation, developing medical coding and auditing for accurate patient records. This is what I love to do and enjoy every minute of it. I am persistent and believe in follow-through, accountability and accuracy. A critical thinker while remaining highly principled and purpose-driven. Intuitive, proactive and innovative, with a strong desire to make a difference. Can function autonomously effectively, as well as being a cooperative member of the team in any environment.*

# Apex Analytix Greensboro, NC 11/2018 – 1/2020

*Apex Analytix is a leading global provider of supplier portal software, supplier data controls, audit and analytics software and AP recovery audit.*

#  Analyst Trainee 1/2019 – 6/2019

* Trained in excel exploring documents for funds owed to clients
* Reviewed financial documents determining if clients were owed money from vendors. Searched for accounting and over-billing errors

#  Data Entry Specialist 11/2018 – 1/2020

* Tasked with reviewing approximately 250 financial statements daily then directing that information to the appropriate departments

#  Certifications

* Advocate Google Analytics - January 2020
* Data Visualization for Marketers - January 2020
* UDEMY - Digital Marketing - February 2020

**Software Skills**

MS Word / MS PowerPoint / MS Excel / Outlook / Knowledge of Python

**Volunteer Work**

**Goodwill Industries**

* Collected hangers for their clothing division

**Urban Ministry**

* Delivered food to needy people within our community

**Food Bank**

* Assisted in organizing donated food

**Arc of High Point**

* Compiled and reviewed data assessing a new location proposal for their regional headquarters for people dependent on public transportation

**McIver School**

* Worked with special needs children in the Arts and Crafts Program

**Education**

**Wake Technical Community College (WTCC)** (On-line) 2018

Associate of Applied Science (AAS) and Associates in Medical Billing and Coding

**High Point University** High Point, NC 2016

Bachelor of Science - *Business Administration*, *Minor in Economics*

* **Member of Project Management Institute**

While at High Point University, I attended meetings to gain insights in Project Management and improve my networking skills

**Greensboro Technical Community Colleg**e (GTCC) - 2014, Associates Degree General Studies - Received my Associates Degree while simultaneously earning High School Diploma

 One of two students nominated in Guilford County for Student of the Year by The Rotary Club

**Phi Kappa Alpha Honor Society** for maintaining a 3.0 GPA or higher during my 4 years at Middle College High School and GTCC

**Middle College at GTCC High School** 2014