

RHAYANN SHULTZ

Web Developer

620-546-3141
rhayliberty@gmail.com

EDUCATION

WEB DEVELOPMENT

CERTIFICATE

Butler Community College

SKILLS

PROFESSIONAL

- Computer Skills
- Troubleshooting
- Typing - 60 WPM
- Adobe Creative Suite
- Microsoft Office

PROGRAMMING

- HTML
- CSS
- SASS
- JavaScript
- WordPress
- PHP
- MySQL
- Java
- C+
- C#

PROFILE

Exceptionally creative and dependable Entry Level Web Developer with a stellar customer service record and superb work ethic. Broadly knowledgeable in a wide variety of computer languages as well as the principles and techniques of website construction and maintenance.

WORK EXPERIENCE

APRIL 2024- | Wichita Regional Chamber of Commerce
CURRENT | **ADMIN SUPPORT**

- Assisting all VP's with Administrative duties and sensitive projects
- Assisting with Website Maintenance
- Leadership Wichita Support
- Supply Orders
- Schedule/Set Up for Meetings
- Assisting with Billing Duties

NOV 2022- | Redbud Pediatrics
APRIL 2024 | **OPERATIONS ASSISTANT**

- Assisting the Practice Administrator to complete time sensitive projects
- Manage Medical Records (incoming and outgoing)
- Liaison with IT Support/Building Maintenance
- Manage Social Media and Redbud Website
- Planning Employee Engagement
- Creating Office Graphics/Signage
- As needed coverage for Front Desk

NOV 2021- | Redbud Pediatrics
NOV 2022 | **MEDICAL RECEPTIONIST**

- Checking In/Checking Out Patients
- Scheduling Appointments
- Scanning and Importing files into electronic medical records
- Accurately recording patient payments

JULY 2019- | Grene Vision Group
NOV 2021 | **OPTOMETRIC TECHNICIAN**

JUNE 2017- | Grene Vision Group
JULY 2019 | **RECEPTIONIST/PATIENT COORDINATOR**

DEC 2016 - | Grene Vision Group
JUNE 2017 | **FLOAT RECEPTIONIST**

JULY 2016- | Olive Garden
FEB 2017 | **HOSTESS**

JULY 2014 - | Warren Theatres
JULY 2016 | **FAST FOOD WORKER/CASHIER**