

# Tracie L. Walka

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<https://github.com/tracielyn7>  
<https://hairbytracielyn.netlify.com>

## **Summary:**

Aspiring developer with experience in serving customers, transitioning into software development with a passion for developing with JavaScript, HTML/CSS, debugging, and continued learning. **Completing** a 12-week immersive boot camp with SavvyCoders learning software development and Agile Certification.

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**Continued Learning** SavvyCoders: A 12-week immersive coding boot camp that includes the essentials of CSS3, HTML5, functional and object-oriented JavaScript. Course also included building an advanced single web page application, JSON, Node.js, and Web API's. Agile training led into the Agile certification. Coursework includes Agile, CSS3, GitHub, HTML5, JavaScript, JSON, Netlify, Node.js, Trello, UI/UX, and WebAPI.

Capstone Project: A single web page application for hair salon business, including a form for clients to input their contact information, created utilizing JavaScript, links to social media pages, and a photo gallery, created utilizing CSS and HTML. Project also utilizes JSON, parcel, Netlify, GitHub, and Node.js.

## **Education**

OCTOBER 2019

**Software Development / SavvyCoders, St Louis MO**

Coding and Software Development

OCTOBER 2006

**Cosmetology / National Academy of Beauty Arts, St Louis MO**

Cosmetology with Honors

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## **Certifications**

NOVEMBER 2019

**SCRUMStudy Agile Master Certified / The Agile Coach, LLC, St Louis MO**

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## **Experience**

NOVEMBER 2019 – PRESENT

**Patient Coordinator / Vios Fertility Institute, Swansea IL**

Welcome patients, answering telephones, referring inquires, scheduling and maintaining appointments, reminder calls, collect co-payments and point of service payments, anticipating patients' anxieties, maintaining reception area, retrieving patient records, maintain patient accounts and confidentiality, contribute to team effort, additional duties as assigned.

JULY 2019 – NOVEMBER 2019

**Pre-Arrival Rep / Barnes Jewish Hospital, St Louis MO**

Outbound calls to patients to obtain and verify accurate demographic and insurance information (including MSPQ as required), creating encounters prior to phone calls being performed as part of a pre-admit function, insurance changes, documents patient accounts, clerical, faxing, training, multi-phone line usage, and other duties as assigned.

OCTOBER 2017 – JUNE, 2019

**Patient Financial Rep II / BayCare Health System, Clearwater FL**

Billing and government collections – Medicaid collections, insurance changes, rebill insurance, basic third-party payor types, documents patient accounts, adjustments, clerical, faxing, training, multi-phone line usage, and other duties as assigned.

MARCH 2006 – SEPTEMBER 2017

**Manager/Stylist / Various Salon Locations, St. Louis, MO; Mt. Pleasant, SC; Clearwater, FL**

Customer service, perform services, help walk-in retail customers, answer phones, inventory, schedule and confirm appointments, clean, use computer system, handle cash drawer, make and drop off deposits, plan budgets, set and achieve goals, run the business, marketing and networking for business, multi-tasking, complete schedules for staff, other managerial duties.

JANUARY 2002 – OCTOBER 2005

**Assistant Manager / Blue Fountain MHC, Festus MO**

Customer service, answer phones, help tenants, solve tenant issues, book appointments, show homes to rent, write receipts, handle cash, make and drop off deposits, assist manager.