

Anita Goral

Front-end developer

EXPERIENCE

Network Support Specialist – Bell Ambulance, Inc.

March 2023 to Present

Assisted in setting up computer equipment with required software and preparing new computer equipment for operation. Assisted in the setup and prep of squad modems, networks and equipment. Responsible for updating and maintaining windows updates via VSA and SCCM. Troubleshoot remote and physical hardware, software and connection issues. Helped set up and launch a new door security system.

Billing Specialist – Bell Ambulance, Inc.

December 2020 to March 2023

Designed posters, flyers and other media for company events. Utilized multi-factoring tools like Duo to protect client security. Worked with virtual machines for work from home set up. Tested new software to ensure smooth roll out throughout the company. Pre-billed patients by verifying insurance, matching and correcting demographics, contacting patients to get insurance information, contacting nursing homes, hospitals, clinics etc to make sure right paperwork (example pcs or facesheet) is on file, contacting insurance companies to get patients subscriber number, and conducting pre-authorizations or post-authorization for insurance. Also worked phone lines to address billing questions and concerns, take payments for accounts in collection, and set up payment plans.

Administrative Assistant – United Driving School

July 2020 to December 2020

Communicated with team members via slack, email and entering notes in their client database. Created, maintained, and entered student information into databases. Established work procedures or schedules and keep track of the daily work of clerical staff. Operated and maintained office equipment, such as fax machines, copiers, or phone systems. Set up and manage paper and electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.

Manager – The Barbershop, A Hair Salon For Men

March 2019 to July 2020

Advertised and promoted specials via social media, flyers and community events. Helped promote new stylists via social media. Launched a new store and brought in customers by connecting to local business and the community. Communicated with teammates, (co-manages and owners) by using Tello. Updated employee records and recorded daily activities via Trello. Controlled and managed employees with factors such as new and repeat client return rates. Assisted in working with corporate to develop an effective online booking system for the Barbershop that provides maximum haircuts and productivity for stylists. Collected and deposited money into accounts, disbursed funds from cash accounts to pay bills or invoices. Maintained inventory through ordering and inventory counts. Managed inventory by scanning into POS, updating/adding UPC codes for new products and posting new sales products. Performed payroll functions, such as maintaining timekeeping information and processing and submitting payroll and scheduled stylists to maximize stylists and salon profits.

437 N Moreland Blvd #3

Waukesha WI 53188

262.844.6886

anita.goral19@gmail.com

<https://anitargoral.wixsite.com/anita-goral>

Certifications

ISSC2 CC – 08/2023

Google Cybersecurity – 05/2020

Google IT Professional –
02/2023

Google UX design – 06/2022

Skills

Technical

Figma // Adobe XD // Google Suite // Basic Knowledge in Adobe PhotoShop // Sublime Text // Microsoft Outlook // Computer Hardware // Operating Systems // System Administration // IT security // Computer Networking

Design

User Research // Wireframing // Prototyping // Usability studies // Presentation // Adobe Photoshop

Coding

HTML 5 // CSS // Java // Ruby

Customer Service

Customer retention // Customer acquisition // Conflict resolution skills // Customer relationships

Management

Commutative // Detail – Oriented // Teamwork skills

Marketing

Digital Marketing // Social Media Management // Product Marketing // Digital Advertising // Email Campaigns // Account Management // Product Merchandising

EDUCATION

Coursea - Google Security Professional Certificate

04/2023 - 05/2023

Completed rigorous training designed for entry level job readiness. Completed courses with topics like Foundations in cybersecurity, networks and network security, detection and response, programing tasks with python, and Linux and SQL. Certificate focused on familiarizing students with skills needed to succeed in a cyber security job and help prepare for the CompTIA Security+ Certification. Completed hands-on projects and labs to receive the certificate.

Coursea - Google IT Professional Certificate

10/2022 - 02/2023

Completed rigorous training designed for entry level job readiness. Completed courses with topics like computer hardware, IT support for mobile, networking, computer software, Linux, Microsoft and Apple operating systems, IT security and system administration. Certificate focused on familiarizing students with skills needed to succeed in an IT job and help prepare for the IT A+ Certification. Completed hands-on projects and labs to receive the certificate.

Coursea - Google UX Design Professional Certificate

03/2022 - 06/2022

Completed rigorous training designed for entry level job readiness. Completed seven courses with topics like UX Research, inclusive design, wireframing, and low and high fidelity prototyping. Certificate focused on familiarizing students with tools like Figma and Adobe XD. Completed hands-on projects to receive the certificate.

Springboard UX design bootcamp

11/2021- 01/2022

Completed rigorous training designed for entry level job readiness. Completed eight courses with topics like UX Research, ideation and sketching, wireframing, and low and high fidelity prototyping. Boot Camp focused on familiarizing students with tools like Figma and Sketch. Completed hands-on projects to add to the portfolio.

Herzing University - Computer Programming

12/2019 -11/ 2021

Learned Computer fundamentals such as IT problems solving, building computers and other computer issues that may arise. Learned computer languages such as HTML, CSS, JAVA, RUBY and others. Learned internet fundamentals and basics of application building. Created websites, applications and databases using several different programming languages.