Vincent Varghese

Covington, WA 98042
Phone: 516 384 4461 | Email: VinAVarghese@gmail.com
LinkedIn: https://www.linkedin.com/in/vincent-varghese-49009b1a8/
Portfolio: https://vinavarghese.github.io/VincentVarghese.com/
GitHub: https://github.com/VinAVarghese

Summary

A Full Stack Developer leveraging over five years of management experience to produce meaningful outputs while cultivating healthy team dynamics. Fluent in HTML, CSS, JavaScript and the full MERN stack with a full-stack development certificate from the University of Washington. Known among peers for strengthening teams and producing successful deliverables.

Skills

Public Speaking/Communication	HTML
Project & Team Management	CSS
Partner & Client Relations	JavaScript
Social Media Management	JSON
iWork & Microsoft Office Suites	MERN Stack (React.js, Node.js, etc.)
Photoshop	Git

Projects

MixMe | https://github.com/VinAVarghese/ProjectMixMe
| https://vinavarghese.github.io/ProjectMixMe/

- MixMe is a web application that searches drink recipes by ingredients. It is a helpful tool to learn how to make and search for new drinks.

- I led front-end development on this project, creating responsive layouts and designing the UX/UI. I also developed the creative assets like the logos.

- Tools and languages used include Foundation, CSSShake, JavaScript, CSS, along with JSON and AJAX for API interactions.

Spontaneously Now | **https://github.com/VinAVarghese/ProjectArbiter**
| **https://spontaneouslynow.herokuapp.com/**

- Spontaneously Now is a web application that suggests spontaneous suggestions of activities to do when the user is looking for something to do or a place to go. It also doubles as a journal to keep track of memorable events and even plan for future ideas.

- I led back-end development on this project, integrating four third party APIs seamlessly working with our own database. I also developed the creative assets like the logos and directed general UX/UI development.

- Tools and languages used include Foundation, CSSAnimate, JavaScript, Sequelize, Express, Moment, Handlebars, AXIOS, and AJAX, all organized with a MVC structure.

Experience

Consultant   2020 – 2020
The Church Co   Remote

- Data entry, management and content design
- Successfully maintaining customer satisfaction with prompt and excellent work

Acting District Manager   2019 – 2019
CityMD   Seattle, WA

- Responsible for day to day clinic operations for 8 urgent care clinics across the greater Seattle area during a company transition
- Oversaw manager schedules and clinic staffing
- Led clinics by example with a mission to offer stellar, empathetic patient care
- Conducted all-staff meetings and one-on-one performance reviews/counseling
- Directly aided the VP of Operations with on-the-ground transitional tasks
- Disseminated communications from HQ and fielded questions from site management

Site Manager   2018 – 2019
CityMD   Seattle, WA

- Oversaw all day to day clinic operations and managed clinic flow
- Was directly responsible for clinic's customer service experience and produced the top Press Ganey scores in the region for customer satisfaction

- Executed medical and administrative tasks of the site team including Medical Assistants, Patient Representatives and Medical Scribes
- Managerial tasks included creating schedules, submitting invoices, purchasing site supplies, ensuring compliant processes and record keeping
- Conducted interviews, performance reviews, and staff counseling
- Entrusted by the District Manager with the responsibility of obtaining and updating proper state licensing for the Northwest region's medical staff

Assistant Site Manager   2017 – 2018
CityMD   Seattle, WA

- Assisted the Site Manager in all their day to day duties
- Led the frontline staff, ensuring excellent customer service in every interaction
- Entrusted to solely preform Site Manager duties for six months to help Senior/District Management during a transitional period

Consultant   2017 – 2017
The Smithee Group   Remote

- Managed multiple clients' social media accounts across various platforms
- Executed content and media creation with strategic scheduling and engagement for effective growth
- Utilized and became familiar with web based applications such as Hootsuite and Later as well as editing software such as Photoshop

Information & Public Awareness Manager   2014 – 2016
Vision Rescue   Mumbai, MH, India

- Led and made organizational decisions alongside three other executives
- Increased social media engagement from no online activity to a global presence across various platforms
- Created and oversaw a reporting system to relay on-field impact data to partners
- Recruited and liaised local and international partnerships
- Effectively presented to corporate boards and larger groups
- Helped strategically cultivate internal culture alongside the Founder & President

Accommodation Assistant   2012 – 2013
Hillsong International Leadership College   Sydney, NSW, Australia

- Provided administrative assistance to the Accommodation Coordinator with hundreds of incoming students and dozens of subleased properties
- Processed student applications and sublease agreements
- Mediated between students and property owners
- Physically maintained sublet properties

Education

Bootcamp Certificate: University of Washington, Seattle, WA
A 12-week intensive program focused on gaining technical programming skills in HTML5, CSS3, Javascript, JQuery, Bootstrap, Firebase, Node.js, MySQL, MongoDB, Express, Handelbars.js & ReactJS.

Bachelors Degree: Alphacrucis College, Sydney, NSW, Australia
A Bachelors in Contemporary Ministry, focusing on leadership. Upon graduating, received the "Outstanding Graduate Award: Exemplary Achievement & Leadership".