

ALLIETTE DORTELUS

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SKILLS

Technical Skills

- **Programming Languages:** JavaScript | HTML | CSS
 - **Technologies:** React | React Native | Express | Git
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WORK EXPERIENCE

TRANSPORTATION SECURITY ADMINISTRATION

Transportation Security Officer

MIAMI, FL

Sept 2019 – Jan 2023

- Retaining and implementing knowledge of all applicable Standard Operating Procedures, demonstrating responsible and dependable behavior, and is open to change and adapts to new information or unexpected obstacles.
- Engaging in continuous development of critical thinking skills, necessary to mitigate actual and potential security threats, by identifying, evaluating, and applying appropriate situational options and approaches. This may include application of risk-based security screening protocols that vary based on program requirements.
- Interacting with the public, giving directions and responding to inquiries. Controlling terminal entry and exit points.

MEMORIAL HEALTHCARE SYSTEM

Patient Financial Service Representative

MIRAMAR, FL

May 2016 – Sep 2019

- Communicates with physicians and their staff, nursing unit staff, and/or other appropriate personnel to exchange necessary information.
- Ensures that all necessary demographic, billing, and clinical information is obtained and entered with timeliness and accuracy
- Determines and accepts required payments, including but not limited to co-pays and deductibles.

STATE OF FLORIDA

Patient Financial Service Representative

FORT LAUDERDALE, FL

Dec 2009 – May 2016

- Safeguarding confidential information and using the Child Support system to work assigned tasks related to Child Support Program services.
- Researching and resolving case issues and gathering information, analyzing case data and taking the next appropriate actions.
- Interact with legal services providers, other states, employers and other business partners as well as make decisions based on case information and the documentation provided.

EDUCATION

BOCA CODE

BOCA RATON, FL
Expected March 2023

BLANCHE ELY HIGH SCHOOL

High School Diploma

POMPANO BEACH, FL

Aug 1999 - Jun 2003
