

Matt Irving, PMP

{Full Stack Web Developer}

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Who I am: I'm an IT professional who possesses the tech and communication skills needed to turn a client's thoughts and ideas into code. I have extensive experience in project management and am highly proficient in Python, JavaScript, PHP, SQL and development frameworks such as Flask, Bootstrap and JQuery. I'm also, well versed in Microsoft Office implementations and IT security with advanced Microsoft Excel/Access skills.

My Work Experience:

Freelance Web Developer

Irving Tech Insights - North Lauderdale, FL
January 2017 to Present

Accomplishments

- Created Super Easy CRM, a customer relationship management system that automates workflows, manages sales pipelines and provides business analytics. Written in pure PHP, JavaScript, JQuery and MySQL
- Developed custom Wordpress templates for clients
- Designed promotional images for social media
- Developed prior authorization management tool, Super Easy PA, to assist pharmacies and physician offices in management of pre-certifications of medications. Written in Python using the Flask Framework and MySQL

Daily Tasks

- Developing clientele base through digital and traditional marketing, heavily utilizing LinkedIn
- Meeting with stakeholders to define web project requirements
- Developing web sites using Word Press and PHP, Python, HTML, CSS3 and JavaScript
- Remotely installing digital products purchased in company online store
- Providing training and support for Microsoft Office deployments
- Identifying client technological needs and implementing affordable and dependable web based IT solutions
- Optimizing each URL of client's website to ensure maximum search engine visibility
- Creating content and blog posts for a variety of industries
- Providing Microsoft Office training to small businesses
- Use case testing
- Consulting businesses on IT security best practices (device hardening, prevention of cross site scripting attacks, responding to denial of service attacks, etc`

Director of Pharmacy Services

US-Rx Care - Tamarac, FL
April 2017 to Present

Accomplishments

- Created Microsoft Access based database for storing client savings, generated custom queries and reports to satisfy stakeholder needs
- Developed Microsoft Excel templates to be used for data analysis, reporting and invoicing
- Implemented electronic faxing system to replace paper transmission of correspondence to physician's offices and pharmacies
- Successfully transition all company devices to Microsoft 365
- Customized and deployed open source CRM software vTiger and lead data migration efforts
- Developed operational training manuals and company PTO policy
- Created performance reports that detailed client ROI, cost trends and areas of concern
- Developed COMPTIA Project+, PTCB Certified Pharmacy Technician training programs to assist employees in passing the respective proctored exam
- Led company selection, data migration, training and customization of open source customer

- relationship management software
- Created quality assurance policy for quarterly and monthly stakeholder pharmacy claims reports
- Developed email and phone call etiquette training programs for direct reports

Daily Tasks

- Creating operational flow for prior authorization process, data analysis and new client on-boarding
- Developing technical guides for vast array of software programs and operational procedures
- Leading team of pharmacy technicians, pharmacists and other clinical personnel through software and clinical projects
- Selecting, managing and closing projects
- Conducting reviews and providing coaching/training when needed
- Interviewing and procuring human resources for projects and full/part time employment
- Troubleshooting and resolving computer/network related problems
- Quality assurance of pharmacy claims to ensure proper adjudication occurs (i.e. correct drug tier, formulary, benefit)
- Analyze paid claims to identify savings opportunities for self -funded employers and plan beneficiaries

Senior Pharmacy Technician

My Favorite Pharmacy - Tamarac, FL
December 2014 to April 2017

Accomplishments

- Successfully lead claims processing system migration project
- Created and implemented customer reward and retention programs
- Developed software/operation guides for pharmacists, technicians and shipping personnel

Daily Tasks

- Managed workflow and medication order fulfillment of 3 full time pharmacy technicians
- Managed pharmacy and technology projects for 3 separate facilities
- Monitored insurance reimbursements and altered purchasing as needed
- Provided monthly reporting to upper management and all pertinent shareholders
- Worked with patients and prescribers to drastically reduce patient out of pocket costs by applying for drug manufacturer's assistance programs

Billing Pharmacy Technician

Pharmacy Holdings USA - Pompano Beach, FL
April 2012 to November 2014

Daily Tasks

- Performed root cause analysis of rejected/denied pharmacy claims
- Contacted insurance companies to resolve claim payment issues
- Maintained knowledge base of insurance companies and rates of reimbursement for prescription drug claims
- Transcribed and obtained verbal prescription refill orders from prescribers
- Contacted patients regarding delays in shipments due to various insurance related issues
- Assisted patients/prescribers in obtaining prior authorizations/pre-certifications for specialty/high cost medications

My Education:

Master's in Information Systems

2020 to Present

Bachelor's in Information Technology

Fort Lauderdale, FL

Associate in Healthcare Administration

My Certifications and Licenses:

CompTIA A+

CompTIA Network+

CompTIA Security+

CompTIA Project+

COMPTIA Cloud Essentials

Project Management Professional (PMP)

Certified Pharmacy Technician (CPhT)

My Skills:

Front end → HTML5 | JavaScript | CSS3 | XML

Back end → PHP | Python | MySQL | SQLite

Frameworks → Flask | Bootstrap | JQuery | Material UI | Django

Libraries → SQLAlchemy | DataTables | ChartJs | Py-Excel | Pandas | Numpy | wkhtmltopdf

Hosting Services → PythonAnywhere | CPanel | AWS

Data Analysis Tools → Tableau | Excel | Matplotlib | Plotly

Other skills → Linux | REST APIs | Computer hardware repair, maintenance and modifications | Healthcare and IT Project management | UML

Sites and Projects:

(guest login available upon request)

<https://www.develop-matt.com>

<https://www.irvingtechinsights.com>

<https://www.supereasycrm.com>

<https://www.supereasyapa.com>