

# Valerie Villalobos

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**LinkedIn:** [www.linkedin.com/in/vvillalobos8](https://www.linkedin.com/in/vvillalobos8)

**Portfolio:** <https://valeriesportfolio.com/>

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## TECHNICAL SKILLS

**Ux/UI Skills** [User Research & Persona, Wireframing & Prototyping, User Flows, Journey Mapping]

**Languages** [Javascript, HTML 5, CSS 3, React]

**Frameworks / Libraries** [React, Bootstrap, Node.js]

**Version Control Systems** [Github]

**Tools** [Figma, Sketch, Postman, VS Code]

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## TECHNICAL PROJECTS

**Nudge App | UX/UI Designer | <https://decoreforless.my.canva.site/by-valeria-villalobos>**

Discover my UX project for a health app that integrates traditional and holistic approaches to wellness through intuitive design.

**React Wish List | Developer/ UX/UI Designer | <https://wonderful-pegasus-7a452d.netlify.app/>**

A React based website to create and organize a wish list of items with its URL.

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## RELEVANT EXPERIENCE

**Barton Associates | Recruiter/BDR | Austin, TX**

Feb 2025 - Present

- Consistently make 75+ outbound calls daily to source healthcare providers.
- Match providers with ideal locum tenens opportunities and manage full-cycle recruitment processes, including outreach, interviews, onboarding, and assignment coordination.
- Ensure smooth operations while exceeding all KPIs and performance benchmarks.
- Handle high volume calendar and travel scheduling, booking accommodations, and resolving last-minute changes.
- Maintain and track confidential provider documentation, contracts, and communications.
- Coordinate communication between physicians and client organizations to ensure clarity, alignment, and prompt issue resolution.
- Utilize Salesforce daily to manage leads, track recruitment activity, and maintain accurate records pipeline and performance data.

**Inspirit School of Healing Arts | Project Coordinator | Remote**

May 2020 - Feb 2025

- Served as the primary point of contact for individuals interested in joining the programs.
- Drove enrollment growth by guiding prospective students through the application process, converting inquiries into new enrollments, which increased revenue.
- Provided personalized assistance and information to ensure a seamless onboarding experience.
- Managed program internal operations, including scheduling, budgeting, and resource management planning, demonstrating strong organizational and communication skills aligned with the project timelines and system needs.
- Handled confidential admissions and HR information with discretion and accuracy.

## **Millennium Periodontics | Dental Assistant/ Insurance | Chicago, IL**

Dec 2016 - March 2020

- Managed insurance claims, patient records, calendar, and scheduling logistics for procedures and follow-up visits.
- Processed, submitted, and managed dental insurance claims, ensuring accurate coding and timely reimbursement for patient procedures.
- Developed an intimate understanding of the patient and dentist experiences in practice through assisting patient clinic sessions.
- Saw firsthand how effective patient engagement, smooth operations, and well-structured treatment plans are critical to growing and improving care in a dental practice setting.
- Maintained HIPAA compliance and handled sensitive data with discretion.

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## **EDUCATION**

### **University Of Illinois at Chicago (UIC) | Bachelor of Arts in Psychology/ Pre-Dental**

Earned a Bachelor's degree in Psychology, developing a deep understanding of human behavior, cognitive processes, and user motivation, key foundations for intuitive and user-centered design.

### **100Devs | Front-End Web Development | Remote**

Completed a rigorous full-stack web development program, gaining hands-on experience with HTML, CSS, JavaScript, React, Node.js, and responsive design.

Graduated with a strong foundation in front-end development and the ability to create modern, user-friendly, and scalable web applications.

### **Career Foundry (CF) | UX/ UI Design | Remote**

Completed an immersive UX/UI Design program, mastering the end-to-end design process from user research and wireframing to prototyping, usability testing, and high-fidelity UI design.

Built a portfolio of real-world projects using tools like Figma, applying user-centered design principles to create intuitive, accessible, and responsive digital experiences.

Sep 2025

