
AMY ROQUET

VIDEO EDITOR/SOCIAL MEDIA CONTENT PRODUCER

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CAVE CREEK, AZ
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Portfolio: amyroquet.com

Experienced video editor and content creator. Grew YouTube channel to 32,000 subscriber and 46,000 follower Instagram page.

KEY SKILLS & STRENGTHS

- Adobe Premiere Pro
- Adobe Photoshop
- Adobe After Effects
- YouTube Analytics
- Adobe Illustrator
- Photo Editing
- Photography
- Motion Graphics
- Social Media Management
- Communication
- Self Motivated
- Time Management

EMPLOYMENT HISTORY

Video Editor/Junior Web Developer/Co-Owner

Jul 2018 – Present

Cactus Atlas – Phoenix, AZ

Edited videos and created special effects with Adobe Premiere Pro and After Effects for YouTube channel and Instagram in excess of 70,000 followers. Created short form videos, thumbnails, and static images for social media posts. Organized, maintained, and scheduled content publishing. Used communication skills to engage with audience through comments.

Designed and created multiple websites with responsive layout and styling using React, HTML5, CSS3, and media queries. Implemented a weather forecast component utilizing Dark Sky's API. Flexbox and Bootstrap also utilized. Created logos and branding assets using Adobe Illustrator and Photoshop.

Senior Medical Records Technician

Jan 2018 – May 2018

Medical Support Los Angeles (part of UHG) - Phoenix, AZ

Downloaded medical records from secure online VA databases. Identified listed medical or psychological conditions, including all related triggers, and electronically index each according to their medical specialty. Built reports from medical records to be used by providers for disability exams.

Prior Authorization Coordinator

Jun 2013 – Jan 2018

United Healthcare Military & Veterans - Phoenix, AZ

Processed requests for procedures, equipment, and home health. Contacted vendors and providers for availability of equipment and documents for medical review. Trained and mentored new employees/peers. Selected as soft user for new system development and tester of subsequent updates which lead to a successful launch and cut down turnaround time for beneficiary services.

Enrollment Service Rep III

Mar 2010 – Mar 2013

TriWest Healthcare Alliance - Phoenix, AZ

Reviewed beneficiary eligibility and processed various enrollment plans. Trained and mentored new employees/peers. Audited accounts for accurate fees paid and paid through dates. Initiated project that led to a decrease in enrollment processing and customer service call times by an average of one minute by solving system error.

Referral Specialist**Jun 2008 – Aug 2009****Cenpatco - Austin, TX**

Created authorizations and routed requests to clinical staff when necessary. Researched authorizations from daily reports. Monitored utilization of health services through prior authorization list. Verified member eligibility and provider credentialing. Trained new employees on procedures.

EDUCATION

Certification in Web Development, Paradise Valley Community College, Phoenix, AZ

B.A. in Psychology, Southwest Texas State University (*now Texas State University*), San Marcos, TX