

CONSULTANT

Skills

- Financial aptitude with In-depth knowledge of sourcing vendors for medical supplies
- Specifically with purchasing and sale of medical supplies
- Critical thinking proficiency & sound decision making abilities in time sensitive situations
- Cultural awareness and sensitivity
- Extensive experience with Microsoft Office; Word, Excel, Access
- Confident public speaker
- Relationship and team building skills with emphasizes in conflict resolution

Experience

Consultant Jun 2016

Company Name 1/4 City , State

- **Created annual goals, objectives and budget and made recommendations to reduce costs.**
- *Specifically with scheduling and booking of various auctioning events*
- *Reduced overall costs via sponsorship's*
- **Implemented standards and methods to measure the effectiveness of agency activities .**
- *Sourced and implemented new performance appraisal process.*

Assistant Manager / HIPAA Privacy and Security Officer Jun 2014 to Jun 2016

Company Name 1/4 City , State

- **Facilitated an organization-wide change in electronic health record systems.**
- *Analyzed and submitted monthly reports to accounting manager- goal was to demonstrate that all policies and procedures were appropriated practiced*
- **Performed end of day accounting and balancing:**
- *Specifically accounts receivable for; products and services purchase internally, & documentation of all co-payments received*
- *Averaged \$12K-\$20K in daily balances*
- **Conducted a thorough HIPAA risk assessments:**
- *I identified weaknesses within current record systems-ranging from insurance information to confidential patient information*
- *Successfully developed new organizational policies and practices to better protect patient information needed to*

Planning Assistant Nov 2012 to Feb 2013

Company Name 1/4 City , State

- **Created an analytical framework for identifying and developing financial growth opportunities .**
- *Kmart and Kohls- I worked both projects simultaneously, both resulted in successful restructuring organization, increased sales resulting in overall revenue growth and new job opportunities*
- **Managed customer service department for the American market**
- *Customers ranged from family owned local markets to national accounts.*

Education and Training

Bachelor of Arts , Arts in History 2012 University of Illinois at Chicago 1/4 City , State , USA Graduated Summa Cum Laude 3.99 GPA

Master of Science , Health Administration 2015 University of Washington at Seattle 1/4 City , State , USA