

JAYSON LEE

Experience

2011 - Present

Healthy Lives Inc.

Baton Rouge, LA

Accounts Representative

- Hired as Clinical Data Analyst in 2011 for Health and Wellness start-up. Transitioned to Account Representative mid-2012.
- Account Representative for largest 7 accounts.
- Perform presentations and education sessions for clients on health and wellness topics.
- Increase screening participation for largest client by 50%.
- Perform worksite assessments and created action plans based on recommendations.
- Create aggregate reports for clients of population groups based on claims data and screening metrics.
- Represent company at new and existing client outreaches including benefits presentations, benefit fairs, education seminars, and C-level presentations.
- Perform consulting to new client health systems for enhancing member engagement and participation.
- Develop process and policies used by screening team, analytics, and client relations.
- Team Lead for member issue resolution in person, by email and telephone.
- Assist with screening logistics and planning based on client needs and company capabilities integrating Lean Six Sigma methodologies.
- Participates in Health Risk Assessment Screenings as Operations Team Lead for clients' annual screenings and new client initial screenings.
- Used Waterfall project management methodology for customer engagement strategies and website launched January 2012.
- Supervise all direct client and member mailing campaigns.

2009 - 2011

ACS, a Xerox Company

Baton Rouge, LA

Information Management Associate

- Researched, designed, and summarized reports and data for state, local and federal officials.
 - Served as Primary Point of Contact for Office of Community Development and State Leadership data request and research.
 - Implemented new cost saving measures that saved the company over \$150,000 in labor annually.
 - Served as Liaison for report request from 6 Sub-Contractors and fulfilled ad hoc report request using Business Objects and Crystal Reports.
 - Created monthly and weekly accounting and financial reports for a CBDG Block Grant/HUD Program in excess of \$500 million.
 - Assisted directly with the interviewing, hiring, and training of new employees.
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2008 - 2009

ICF Road Home

Baton Rouge, LA

Final Inspection Reporting Analyst

- Investigated case files to determine what is necessary to move them to the next step in the process which required a thorough understanding of the Small Rental Program Policies including Hazard Mitigation. Identified and initiated actions and/or advised applicants of missing documents or information.
 - Analyzed files, calculated metrics, and prepared reports for functional area.
 - Performed Quality Control/Quality Assurance audits and made recommendations for corrections to individual files and to the process to improve accuracy.
 - Head Cost Evaluation Specialist.
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2007 - 2008

WGSO 990 AM

Slidell, LA

Production Manager

- Produced and recorded over 90% of commercials.
 - Recruited and trained new team members.
 - Producer and Board Operator for 4 daily talk shows.
 - Created new policies and procedures to decrease overhead operating cost.
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2006 – 2007

Fastenal

Port Allen, LA

Assistant Manager

- Trained new employees on point of sale system, sales, products, and logistics.
 - Managed sales and delivery for defined region.
 - Consistently hit retail and industrial sales goal every month (over \$10,000).
 - Promoted to Assistant Manager after one month of employment.
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2003-2005

KTIB 640 AM

Thibodaux, LA

General Manager

- Performed duties as primary Board Operator and Production Director.
 - On-call technician.
 - Sales and development of on-air commercials and marketing campaigns.
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Education

2001-2005

Nicholls State University

Thibodaux, LA

Bachelors of Arts in Government

- Magna Cum Laude
 - President, Phi Sigma Alpha - Government Honor Society
 - Alpha Lambda Delta, Phi Kappa Phi, Phi Eta Sigma, Phi Alpha Theta, Phi Sigma Alpha
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