KENNESHA HOLDER-BARRETT

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DATA ANALYST | INFORMATICS | RESULTS DRIVEN

OBJECTIVE

Eager to contribute to the growth of an organization as a data nomad in search of the perfect fit, leveraging my bachelor's degree in health informatics along with proven skills in information technology and data management. With a strong proficiency in Microsoft Office, exceptional typing speed (75 WPM), and the ability to quickly learn and adapt, I bring flexibility, reliability, and a positive attitude to every task. As a perfectionist who thrives on challenges, I'm always ready to embrace new opportunities and enhance processes. My diverse experience in healthcare systems, combined with my problem-solving skills, ensures that I can deliver impactful results.

EDUCATION

Bachelor of Interdisciplinary Studies in Health Informatics | May 2024| Georgia State University
Major: Health Informatics
Cumulative GPA: 3.12
Associate of Applied Science in Business Technology | May 2021 | Gwinnett Technical College
Major: Business Technology
Cumulative GPA: 3.14

WORK EXPERIENCE

AdvantMed | Record Retrieval Support Specialist (Temp)
January 2025 – April 2025
Responsible for managing outgoing medical records requests through internal portals and ensuring prompt communication with healthcare facilities and doctors' offices. Handle outgoing medical records requests.

- Adhered to company policies and HIPAA regulations to ensure the confidentiality of patient records.

- Logged and tracked all medical records requests for auditing and compliance purposes.

- Communicated effectively with internal staff and external vendors regarding record request processes and workflows.

- Identified and reported potential HIPAA violations or customer service issues to supervisors.

- Documentation and Compliance

- Stayed informed of HIPAA regulations and healthcare facility policies to maintain compliance.

- Utilized Microsoft Word and Excel (heavily) for accurate data entry and recordkeeping.

- Assisted with extra administrative tasks and provided flexibility in handling challenging situations professionally.

- Collaboration and Reporting

- Maintained open communication with supervisors to relay critical updates, including workflow challenges or special requests.

- Supported continuous process improvement by contributing to team discussions and feedback.

Grady Health Systems | IT Intern
January 2024 – May 2024

Responsible for attending group sessions and diligently recording meeting minutes in order to provide assistance for the EPIC consultant, with whom I worked closely. Also participated in the processes of preparation for a number of Go-Live events that were held at Grady.

- Learned how to use/navigate some of EPIC

- Took notes for consultant for EPIC.

- Listened in on meetings.

- Going to group meetings

- Distributed black boxes all throughout Grady Hospital

- Prepping for GoLive's with teams

Theragenics | Laboratory Technician *January 2022- January 2023*

Responsible for ensuring the precision and quality of medical components. Executed tasks ranging from radiographic imaging of needles to validating seed counts and assessing needle integrity.

- Performed radiographic imaging of needles and validated seed counts.

- Confirmed consistency between items and corresponding paperwork.

- Reviewed and ensured paperwork accuracy.

- Performed seed loading procedures (magazine, custom loaded needles, strands) w/ tweezers

- Assessed and confirmed needle integrity.

- Responded to lead requests promptly.

- Readied orders for shipment.

- Read SOPs. (Standard Operating Procedures)

- Trained new techs.

- Maintained clean and orderly work area.

- Performed other duties as assigned by supervisor

Pinnacle Data Systems | Package Operator *August 2019-May 2020*

Responsible for overseeing and managing machine operations related to the printing and distribution of documents. Ensured the accurate delivery of medical and other vital records, maintained stringent record distribution standards, and communicated regularly with management regarding status updates. Demonstrated meticulous attention to detail and commitment to accuracy was paramount in this role.

- Managed the Tecnau machine operations for printing medical records.

- Ensured accurate delivery of medical documents.

- Oversaw precise distribution of records.

- Consistently provided management with progress updates.

- Handled mail by weighing and applying appropriate postage.

CERTIFICATIONS

Medical Billing Clerk/Technician Certificate - 2020 | Medical Front Office Assistant Certificate - 2020 | Business Technology – Diploma (2020) | Administrative Support Assistant - 2020 | MS Office Applications Professional Certificate – 2021 | SharePoint Certificate – 2023 | Yammer Certificate – 2023 | Power BI Certificate – 2023 | Microsoft Data Certificate – 2023 | Data Stewardship Certificate – 2023 | Alteryx – 2024 | NoSQL – 2024

SKILLS

Proficient with Microsoft Office Suite, Customer Service, SQL, Power BI, Tableau, R/R Studio, SharePoint, Yammer, Critical Thinking, GDPR Compliance, Business Technology, Clerical, Teamwork, Leadership, Time Management, Medical Terminology, Problem-Solving, Research Skills, Self-Awareness, Technical Skills, Spreadsheets, Data Analysis, Attention to Detail, Inventory Management, Confidentiality Integrity, EPIC, Google Looker Studio, Alteryx, NoSQL, GSuite, WebEx, Zoom, Inventory Clerk, RF Scanner, Scan, Print, Prep, Operations, Machine Operator, Packaging, Sorting, Pick & Pack

VOLUNTEERING

Grady Health Systems   *January 2024 – May 2024*

Responsible for attending group sessions and diligently recording meeting minutes in order to provide assistance for the EPIC consultant, with whom I worked closely with. Also participated in the processes of preparation for a number of GoLive events that were held at Grady and made the timeline for each project.

- Learned how to use/navigate some of the EPIC platform.

- Recorded Meeting Minutes for EPIC consultant.

- Listened in and participated in group meetings.

- Going to group meetings/conferences at the hospital

- Distributed black boxes throughout Grady Hospital

- Prepping for GoLive's with teams and making the timeline