

Patrick Reynolds

Data Manager

Patrick Reynolds

CR0 3QS

07941 613054

patrickmichaelreynolds@gmail.com

Experience

St George's Hospital / Data Manager for Renal, Haematology and Oncology

JANUARY 2020 - PRESENT, TOOTING, LONDON

In 2020, I was seconded for a role as data manager for Renal, Haematology, Oncology and Palliative care for a 3 month placement. I was asked to apply for the role as I had previously been recognised for my hard work, good IT skills and willingness to go beyond my regular responsibilities to help the department. Within weeks I was told this would be extended to 15 months. Some of my responsibilities include; the management of four junior data managers, analysing spend and activity data, identifying causes for income loss, reviewing data capture methods & implementing new workflows when needed, performing data recovery and conducting forecasts & accruals.

Each month I produce several reports, the most detailed being a Service Update Report which provides a snapshot of the current financial situation, providing analysis and a narrative for the greatest discrepancy in income and activity. This report is used to highlight in month and YTD performance and to drive key decisions within the department which has an annual budget of over £57.5m.

Other smaller reports are run on a monthly, weekly or ad hoc basis focusing on subjects such as high cost episodes, supplier spend estimates, and performance of high income activity such as bone marrow transplants, chemotherapy, kidney transplants and blood clotting factors.

I also manage several suppliers, and over the last year have become a first point of contact for these companies for when any issues relating to payment arise. Management of suppliers involves approving, querying and receipting invoices, monitoring spend for increases or discrepancies and meeting regularly with our finance teams to discuss these accounts and our service as a whole.

St George's Hospital / Oncology Medical Secretary

JANUARY 2015 - JANUARY 2020, TOOTING, LONDON

I started this admin role shortly after graduating. Within six months I knew my job inside and out and started to take on more roles and expanded my responsibilities sevenfold, including helping with audits, creating infographics and implementing new workflow for our department. I have made great impressions on the management and medical staff and became a vital person within the department.

Various/ Guitar Teacher

MARCH 2019 - PRESENT

Volunteering in local community gardens and teaching privately one-to-one.

<https://yourguitaracademy.com/blog/guitar-lessons/west-norwood-london>

<https://musicteacher.com/guitar-lessons-crystal-palace/>

<https://www.brockwellgreenhouses.org.uk/event/guitar-lessons-in-the-gardens-3/>

<https://www.facebook.com/groups/PatrickGuitar/>

Remap (Charity) / Volunteer(maker)

August 2016 - January 2020, SOUTH LONDON

Being able to collaborate with fellow makers and designers has been a pure joy and being able to lead projects that have aided our disabled users has been beyond rewarding and raised both my confidence and devotion to my work.

In my time there, I have been able to explore areas I had little or no expertise in such as; Digital Sculpting, 3D Printing, 3D Object Mapping and hands on product manufacture.

<https://www.remap.org.uk/> *Remap custom-makes equipment to help disabled people live more independent lives.*

Skills

Data Analysis

- Experienced in creating department performance reports.
- Tracking income and performance.
- Highly competent in Dashboard creation.
- Knowledgeable in carrying out audits and data validation.
- Strong experience at Excel including writing DAX measures.
- Familiar with SQL and Tableau.

Finance

- Highly competent at creating accruals and financial estimates.
- Have managed several NHS suppliers which involves:
 - Paying invoices.
 - Tracking contract/SLA expiry dates.
 - Raising PO numbers.
 - Reporting on changes in spend and performance.

Management

- Simultaneously managing multiple staff in different departments.
- Performing yearly appraisals and target setting.
- Managing long term absences.
- Overseeing development of new training programmes.
- Hiring /interviewing new staff.
- Dealing with staff conflict.

Education

Bournemouth University/ Industrial Design (2:1)

SEPTEMBER 2011 - JULY 2015, Dorset

Croydon College / Graphic Design BTEC ND (D,D,M)

SEPTEMBER 2008 - JULY 2010, South London