

ARTHUR NAHMMACHER

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EDUCATION

UNIVERSITY OF CALIFORNIA, LOS ANGELES, Los Angeles, CA

Bachelor of Arts, History, June 2011

GOOGLE DATA ANALYTICS SPECIALIZATION, Via Coursera

Certificate, February 2023

EXPERIENCE

MISION FOODS, Commerce, CA

2019 – 2020

Plant Clerk, November 2019 – August 2020

- Utilized SAP G+ software to program schedules for manufacturing lines; tracked and recorded inventory for order fulfillments
- Created and presented weekly and monthly reports to management on financial productivity and production efficiency
- Responsible for Maintaining and adjusting Excel spreadsheets used by production department for tracking weekly manufacturing schedules based on incoming orders.

ALTAMED via Healthcare Talent, Commerce, CA

2018 – 2019

Data Entry Clerk, February 2018 – August 2019

- Assisted the Risk Adjustment team with pre-screening of Medicare Health Assessments for coding errors and data clean-up
- Produced training material for team to assist in transition to new Electronic Health Record system
- Supported the Encounter Data team with electronic data interchange and encounter data processes, primarily focusing on identifying rejections and cleaning data for submission
- Created weekly/monthly reports monitoring volumes of intake, rejections, and overall data trends

CAREMORE HEALTH PLAN, Cerritos, CA

2013 – 2017

Clerk Sr., March 2017 – December 2017

- Inspected and assigned incoming appeals and grievances cases
- Used Excel to maintain daily work records and create weekly/monthly reports

Clerk II, August 2014 – March 2017

- Oversaw department correspondence intake and served as lead to Clerk I positions
- Reviewed, scanned and uploaded incoming correspondence into company databases
- Promoted to Clerk Sr position in recognition of proficiency over clerical process

Clerk I, August 2013 – April 2014

- Organized annual member flu drive; managed W-2 forms for employee participants; entered flu shot records into database
- Processed shipping orders and created payment invoices for the billing department

LANGUAGES & SKILLS

- Languages: Spanish (Bilingual Proficiency)
- Computer: Microsoft Word, Excel, Google Suite, KnowledgeLake Capture, TriZetto Facet, Adobe Photoshop, EZCAP 6, EPIC, SQL, R, JavaScript, Ruby, HTML5, CSS3, Tableau, SAP G+