

Annalisa Albert



+1 772-214-8242



annalisa.albert@temple.edu



linkedin.com/in/annalisa-albert/



PERSONAL PROFILE

A self-motivated and passionate individual looking to pursue a Master's in Digital health. Current student studying a Bachelors in Health Information Management with palpable skills in healthcare reimbursement systems, health law, Clinical knowledge and Health data and IT analytics and improving health disparities. Extensive drive and ambition for research and use in digital health, health informatics, and health data analytics. Experience in pharmaceutical quality data analytics as well as data extraction and constructing research papers.

EDUCATION

Temple University, College of Public Health

Philadelphia, PA

Bachelor of Science, Health Information Management

GPA: 3.5

Expected Graduation: May 2023

Relevant Coursework:

Healthcare Databased Design and Development | Health Record Documentation | Electronic Health Records | Pathophysiology | HIM IT Fundamentals | Medical Terminology | Health Informatics | Statistics and Research in Health Care | Health Data analytics |

RELEVANT WORK EXPERIENCE

May 2022- July 2022

Global Quality Investigation Intern, Viatrix

Remote

- Analyzed data to developed Power Bi dashboards for Critical Quality Notification (CQN) and investigation data to showcase to stakeholders and management.
- Expanded excel processes, creating dashboards and synchronized systems for global team use
- Collaborated with Human Resources and other Interns to create an event to increase employee engagement and presented to a panel of judges
- Reviewed investigation reports and evaluated their corresponds to company and Food & Drug Administration (FDA) standards of practice.

OTHER WORK EXPERIENCE

Aug 2020- Present

Student Worker, FOX School of Business Office of the Dean

Philadelphia, PA

- Maintain a functioning office system with incoming services calls, setting up meetings and handling mail distribution.
- Handling projects from Deans and supervisor ranging from running reports, file clean-up and directory database edits.

Aug 2021- May 2022

Warehouse Associate, Amazon

Philadelphia, PA

- Delivered accurate and fast-paced skills under high stress environment while ensuring an accurate approval rate of package acceptance and retrieval remaining detailed orientated.

June 2018- Aug 2020

Orthodontic Technician, Vakani Orthodontics

Port Saint Lucie, FL

- Scheduled and conducted patient appointments over the phone and in-person using electronic appointment system.
- Collected and handled medical records and materials such as X-rays, orthodontic appliances, and impressions.
- Sterilized and organized medical equipment to ensure an organized flow of 150 patients daily.

June 2018- 2019 **Front Desk Secretary, SAM Medical Billing**

Port Saint Lucie, FL

- Handled customer service calls from patients of over 20 medical facilities in South Florida
- Established and disturbed patient referrals and Insurance policies through an electronic health system
- Organized and mailed insurance Health Care Finance Administration (HCFA 1500) claim forms

VOLUNTEER EXPERIENCE

Nov 2021-Present **Social Media Manager, Latinx for Social Movement**

Los Angeles, CA

- Research and create post and videos for nonprofit social media pages, including Instagram, Twitter, Tiktok and Facebook.
- Implement and use Microsoft Power BI and Tableau to run analytics and offer interactive visualization of company social media engagement to board members

Aug 2021-Present **Volunteer, Mutual Aid**

Philadelphia, PA

Create and assist in resources for community members including legal, financial, and medical aid, translation assistance and food and clothing drives.

RESEARCH SKILLS

- SQL querying, data extraction and database management
- Data cleaning, preparation, and visualization in tools such as Tableau, Tableau prep, and Microsoft Power BI.
- Ability to create dashboards and data reports
- Ability to thoroughly read, evaluate and organize information from academic papers and present relevant information.
- Microsoft Office Suite certified with the ability to do advance Microsoft excel formatting, calculations, visual basic for application (VBA) and macro programming.

MEMBERSHIP OF PROFESSIONAL SOCIETIES

- American Health Information Management Association (AHIMA)
- Southeastern Pennsylvania Health Information Management Association (SePHIMA)
- Health Information Management Student Association (HIMSA)
- The National Association for the Advancement of Colored People (NAACP)

CERTIFICATIONS

- Microsoft Office Suite
- QuickBooks pro 2017 (Wuvnc-48dh)
- Adobe InDesign Cs6