

Annalisa Albert



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EDUCATION

Temple University, College of Public Health

Philadelphia, PA

Bachelor of Science, Health Information Management

Expected Graduation: May 2023, GPA: 3.5

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 |

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 supervisors, ranging from running reports, file clean-up and directory database edits.

May 2022- August 2022 **Global Quality Investigation Intern, Viatrix** *Remote*

- Developed Power Bi dashboards and data analytics for Critical Quality Notification (CQN) and investigation data to showcase to overseas stakeholders and management.
- 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 FDA standards of practice.

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.

KEY SKILLS

- Microsoft Office Suite certified | Adobe InDesign Cs6 certified | QuickBooks pro 2017 certified (wuvmc-48dh) | Slack | Microsoft Power BI | Tableau | SQL | CSS | HTML | Leadership | Analytics | Communication