

## ANNA RESER

815-901-6146

anna-reser@uiowa.edu

[www.linkedin.com/in/anna-reser](http://www.linkedin.com/in/anna-reser)

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### EDUCATION

UNIVERSITY OF IOWA

Iowa City, IA

B.B.A., Business Analytics and Information Systems

B.B.A., Economics

08/2019-05/2023

Current GPA: 3.41

### TECHNICAL SKILLS

- **Tools:** SQL, Python, R, Microsoft Excel, Word, Access, PowerPoint, Outlook
- **Methodologies:** Regression, Forecasting, Web Scraping, Data Visualization, Time-Series Analysis, Cluster Analysis

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### WORK EXPERIENCE

#### UNIVERSITY OF IOWA HEALTH CARE INFORMATION SYSTEMS

Coralville, IA

Business Services Administrative Assistant

11/2021 – Present

- Generate monthly financial reports for University of Iowa Hospital Directors and visualize operating budgets from multiple departments within the hospital to identify where to lower costs and enhance profits
- Produce 3 data reports monthly, Configuration Item, Incident, and Project, to show how effectively employees distribute resources to time-adjusted projects in order to improve the quality of time and related labor expense allocations in those areas
- Review and identify issues within work orders for circuits, ethernet, wire runs, and VOIP phones by importing excel files, running them in a SQL database, and analyzing errors in the results
- Create 2 reports monthly for HR, Consultant Report and Time Tracking Report, to evaluate employees time tracked
- Account for daily invoices and enter into accounts payable workflow for future approval and payment
- Distribute monthly bills to vendors and manage accounts receivable journal

#### HUMPAL CHIROPRACTIC

North Liberty, IA

Administrative Assistant/ Receptionist

03/2021 – 11/2021

- Processed and accounted for all bills and payments to and from patients, insurance companies and the business
  - Managed and updated patient documents and reports in a timely manner to ensure the quality of visits
  - Organized and maintained multiple schedules for Chiropractor, Physical Therapist, and Massage Therapist to improve the quality of visits and maximize the number of patients treated
  - Explained benefits and resolved patient concerns accurately and expeditiously with strong communication and multi-tasking skills
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## PROJECT EXPERIENCE

### HCIS Action O/I Reporting

12/2021-Present

- Collect and maintain monthly data and statistics from University of Iowa Hospital directors to measure the economic growth from previous quarters of the hospital's IT department
- Build an accurate dataset quarterly while upholding strict deadlines to submit into a database for the benchmarking reports of the Information Systems division

### Chicago Blackhawks/Cedar Rapids Kernels Business Strategies Project

06/2022

- Performed extensive market research, including thorough meetings with executives at peer organizations, to respond to questions and develop innovative business strategies for the Blackhawks and Kernels organizations
  - Developed and presented recommendations to executives for increasing attendance and profits for the Kernels organization
  - Developed and presented research and recommendations to executives to improve the Blackhawks organization's use of technology
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## VOLUNTEER & LEADERSHIP EXPERIENCE

### ECONOMICS STUDENT ASSOCIATION

Iowa City, IA

#### Treasurer

09/2021 – Present

- Manage and maintain accurate records of cash inflow and outflow for the organization on a strict budget
- Plan and execute meetings and events for the organization with fellow students, professors, and employers

### UNIVERSITY OF IOWA CLOTHING CLOSET

Iowa City, IA

#### Volunteer

10/2021 – Present

- Assist students in finding a professional wardrobe at no cost for internships, job interviews, etc.
- Monitor and organize inventory and donations
- Maintain the organization's budget when purchasing new items