

Cristina D. Kryeziu

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EXPERIENCE

CALIFORNIA HEALTH BENEFIT EXCHANGE, Sacramento, CA

2015-2020

Associate Governmental Program Analyst

Office of Legal Affairs:

- Served as Charter Member and Vice Chair of the Disability Advisory Committee (2014-2016)
- Served as Project Manager for Disability Advisory Committee
- Responds to subpoenas, conducts investigations and edits legal documents as necessary
- Liaison for IT and SharePoint developer for Legal staff
- Provides ongoing support and skilled in Tableau, Excel, SharePoint, Visio, Audactiy, etc.
- Provides data support, analyses and recommendations for disciplinary actions for HR
- Develops and distributes quarterly reports for Executive Management for PRA metrics
- Developed the framework for the Covered California mobile application

CALIFORNIA HEALTH BENEFIT EXCHANGE, Sacramento, CA

2014-2015

Staff Services Analyst

Office of Legal Affairs:

- Developed templates for communications regarding Privacy incidents from insurance agents and enrollment counselors
- Represented Legal and the Privacy Office in meetings with vendors of Covered California
- Maintained and analyzed incidents and events concurrently in multiple databases
- Served as the main point of contact for Public Records Act requests from the public
- Created a tracking sheet for active PRAs for recordkeeping purposes and accessibility
- Prepared responses, redacted documents and reviewed content for a timely delivery as permitted by law

AVALARA, Rocklin, CA

2013

Technical Writer

- Developed and maintained customized templates and procedures for nexus studies.
- Edited and formatted various technical reports.
- Managed all correspondence including highly confidential letters on behalf of clients to various taxing authorities.

EDUCATION

- CALIFORNIA STATE UNIVERSITY, SACRAMENTO Bachelor of Arts in Journalism, Minor in Film Studies 2011

- UNIVERSITY OF CALIFORNIA, DAVIS Continuing and Professional Education - Data & Analytics: Python, R, PowerShell, GitHub, GitBash, VS Code, Excel, VBA, data parsing with Pandas, graphing with Matplotlib, API requests, SQL, HTM/CSS. Bootstrap, Beautiful Soup, MongoDB, Postgres, ETL project work, JavaScript, etc. 2019-2020

REFERENCES

ANDREA ROSEN - Senior Attorney at Covered California, Sacramento, CA - (916) 508-6721

BRANDON ROSS - Director of Legal Affairs at Covered California, Sacramento, CA - (916) 228-8281

FAVIOLA RAMIREZ-ADAMS - Manager at Covered California, Sacramento, CA - (916) 228-8668

MADELEINE ISON - Manager at CalPERS, Sacramento, CA - (916)-856-9989

LUCINE MKRTCHYAN - Colleague from UC Davis Data & Analytics program - (818) 641-9099