

# Cristina D. Kryeziu

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## EXPERIENCE

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CALIFORNIA HEALTH BENEFIT EXCHANGE, Sacramento, CA	2015-2020
Associate Governmental Program Analyst	

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### *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, Audacity, 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

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CALIFORNIA HEALTH BENEFIT EXCHANGE, Sacramento, CA	2014-2015
Staff Services Analyst	

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### *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

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AVALARA, Rocklin, CA	2013
Technical Writer	

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- 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

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| • CALIFORNIA STATE UNIVERSITY, SACRAMENTO Bachelor of Arts in Journalism, Minor in Film Studies | 2011 |
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| • 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 |
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## REFERENCES

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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