

# DAVID E. HALE

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## PERSONAL STATEMENT

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**I take a business process, analyze and redesign it based on what can be automated efficiently, and either personally automate or project manage the automation, then retrain staff and create end-to-end documentation & onboarding material ensuring smooth, scalable solutioning.**

## WORK EXPERIENCE

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### OSCAR HEALTH INSURANCE

NEW YORK CITY, NY

**Operations Analyst (Level 3), Process Design and Tech Strategy**

**August 2021 - Present**

- **Configurations Analysis:** Charged with uncovering, scoping, and fixing issues in claims adjudication processes. Notable achievements include identifying and recouping \$12,000,000 in overpayments across ~ 120,000 claims due to misconfigured automations and implemented production fixes.
- **Workflow Design:** Established new workflows, defined and set technical requirements for what can/should be automated based on project requirements, and acts as liaison between Engineering, Legal, Contracts, Operations, and other departments to ensure smooth and rapid deployments.
- **Reduced annual worked hours** by 5,200 resulting in \$200,000 annual admin savings by automating manual authorization matching workflows resulting in faster TAT, with zero decrease in auto-match accuracy.
- **Troubleshooting and Issue Scoping:** In response to Medicare audits found cause of mis-adjudicated claims in tech stack, fixed issues, and retrained staff resulting in ~ \$500,000 of payment corrections.
- **Winner of the 2022 Q3 Oscar Hackathon for Operations Excellence:** Won first place in category for the creation of a React App using Regex to identify types of medical codes.

### MTA, TRANSIT ADJUDICATION BUREAU

NEW YORK CITY, NY

**Data/System Analyst (Consultant)**

**November 2020 - August 2021**

- **Project Management:** Charged with overseeing all coordination and issue prioritization of MTA IT Projects for all updates to proprietary MTA IT systems. Responsibilities included requirement gathering, defining acceptance criteria, performing QA UAT, documentation, and performing user trainings on the new software updates for 100+ users.
- **Data Analysis:** Designed, built, and maintained both financial and operational reports on the ~ 50,000 summonses issued/month and their payments using PowerBI, Oracle SQL, and Excel.
- **Operations SME/Superuser:** Performed quality audits to verify data integrity and proper processes of both internal users and external vendors of the ~ 1,000 daily summonses processing.

### ALTERNATIVE TRANSPORTATION SYSTEMS, LLC.

BOSTON, MA

**Business Analyst**

**June 2019 - November 2020**

- Designed and built business processes automations including payroll, employee recertification and testing, and scripted KPI report generation resulting in ~ 10% reduction of manual office workload. Created, modularized, and modernized, a system of scripts into a source controlled library to serve these automations using Python, ODBC, SQL, JavaScript, and Google Apps Script.
- Engineered and deployed an app using Google Apps Script and AppSheet and integrated with Atlassian API to trigger, triage, and track vehicle maintenance and repair work. This app processes over 1,600 data points/day from 50+ users/day, resulting in faster data flow, expediting preventative maintenance actions by up to a month.
- Created a live profitability tracker used by c-suite management to measure operational efficiency, income, and profit margins using SQL, Google Apps Script, Google Maps API, and Google Sheets across 80+ contracts and 50 routes.
- Automated invoice generation in a scalable trackable, and maintainable practice using a Google Sheets interface, allowing nontechnical staff to configure over 30 different rate types across 80+ contracts in a centralized cloud-based solution, completely replacing the manual billing calculation workflows.

## SKILLS

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**Programming:** Python, R, JavaScript, Google Apps Script, SQL, BigQuery, Git, Clasp, REST API  
**Processes:** Issue Triaging, Project Management, UAT & QA, Automation, Documentation, User Trainings, Troubleshooting, Data Analytics

## EDUCATION

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WOOSTER, OH

**College of Wooster**

***May 2019***

***Bachelor of Arts*** in *Mathematics and Philosophy, Economics Minor*

- Scholarship: Melcher P. Fobes Scholarship for high academic achievement
- Honor Societies: Omicron Delta Epsilon (Economics) and Phi Sigma Tau (Philosophy)
- GPA: 3.5/4.0