

EDUCATION

The Ohio State University (OSU) | Columbus, OH
Bachelor of Science in Veterinary Science | 2017 – 2021
Cumulative GPA: 3.4

Harvard University | Cambridge, MA
CS50 Certification | 2023

WORK EXPERIENCE

Med-Metrix | Garden City, NY
Client Access & Operations Coordinator | July 2022 – Present

- Provided administrative support to the department's AVP and Management
- Facilitated access to internal & external systems, applications
- Analyzed & updated internal client checklists/databases
- Prioritized issues & escalated responses to requests from new and existing clients

Med-Metrix | Garden City, NY
Insurance Appeal Writer | September 2021 – July 2022

- Reviewed denied insurance claims & correspondence
- Developed strategies to reverse claim denials
- Managed & organized workflow according to internal and client-based deadlines

Dr. James C. Hunt Jr. & Associates | Belmont Park, NY
Veterinary Intern | Summer 2019

- Assisted veterinarians in assessing thoroughbreds
- Performed various tasks of the equine veterinary field
- Ran lab tests & prepared medications daily

Ahmuty, Demers & McManus | Albertson, NY
Legal Intern | June 2018 – January 2019

- Assisted billing department with accounts receivable
- Aided preparation of monthly budget spreadsheets

LEADERSHIP & SERVICE

Kappa Sigma Fraternity | OSU
VP of Philanthropy | August 2018 – May 2019

- Planned & coordinated events including Kappa Sigma's annual Military Heroes Ball

BuckeyeThon | OSU
Team Captain | August 2018 – February 2019

- Led recruitment & fundraising for Team Kappa Sigma
- Collectively raised over \$1.7 million in donations for Nationwide Children's Hospital

SKILLS/INTERESTS

Coding – Python, HTML, CSS, JS, SQL, C
UX Design
Attention to Detail
Problem-Solving
Account Management