

MARGARET BLACK

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OBJECTIVE

To obtain a PhD in Operations Research at Georgia Institute of Technology.

SKILLS

I am a tenacious and inquisitive learner. I am able to quickly adapt to new situations, identify areas of improvement within a system or process, and utilize my resources to formulate practical solutions.

Certifications: Tableau Desktop Specialist, Advanced Microsoft Excel Certification

Operating Systems: Microsoft Windows, Mac OS X

Programming: Tableau, Simo, Excel Power Query, SQL, Python, R

INTERESTS

I enjoy spending time with my family and friends, exercising, volunteering and reading.

EDUCATION

M.S. OPERATIONS RESEARCH

Georgia Institute of Technology | Full-Time Student | August 2019 – December 2020 (Expected)

- GPA: 3.66/4.0

B.S. INDUSTRIAL ENGINEERING

Georgia Institute of Technology | Full-Time Student | June 2013 - May 2017

- GPA: 3.72/4.0
- Dean's List: Fall 2013, Summer 2014, Fall 2014, Spring 2015, Summer 2016
- Faculty Honors: Spring 2014, Fall 2015

EXPERIENCE

DATA & SYSTEMS ANALYST

Ankle and Foot Centers of Georgia | Full-Time (40 Hours/Week) | December 2018 – August 2019

- Lead communication liaison with organization partners for a 6+ month data extract project.
- Ensured data integrity and quality of data sources used in report writing.
- Provided recommendations to increase the efficiency and timeliness of key revenue cycle reports.
- Compiled and analyzed insurance reimbursements that resulted in the identification of \$100K+ in underpayments.

MEDICAL SCRIBE

Ankle and Foot Centers of Georgia | Full-Time (40 Hours/Week) | July 2017 – July 2018

- Learned medical charting and billing.
- Enhanced the efficiency of medical charting via built-in functionalities of Epic Software.

GEORGIA TECH SENIOR DESIGN TEAM LIAISON

UPS | Undergraduate Capstone Course | August 2016 – May 2017

- Assimilated resumes, legal documents, and reports to deliver to ISyE Capstone professors & the UPS IE Work Measurement Department.
- Identified areas of improvement and formed creative solutions to improve the work measurement process at UPS Small Package Operation Centers.

ACTIVITIES/LEADERSHIP

Christmas Box Packer

Samaritan's Purse | 4 Hours | December 2019

- Packaged gift boxes for Operation Christmas Child.

HOSPITALITY COMMITTEE MEMBER

Christian City Children's Village - Drive and Dine Fundraiser | 40 Hours | January – April 2019

- Attended event planning meetings, addressed envelopes, and greeted guests on the night of the event.

VOLUNTEER GARDENER

Canopy Serves | 4 Hours | April 2019

- Cleaned, beautified, and planted herbs and vegetables at the Good Samaritan Health Center in Atlanta, GA.

VOLUNTEER MEDICAL ASSISTANT

Special Olympics Summer Games - Fit Feet | 8 Hours | May 2018 & May 2019

- Performed medical examinations on athletes' feet and distributed goodie bags to athletes and attendees.