

Nathan Berryhill

mailing address redacted for web version

✉ nathan@nathanberryhill.org | 🏠 nathanberryhill.org | 📧 nathanberryhill | 🌐 nathanberryhill | 🐦 @nathanberryhill

Education

The University of Texas at Austin

BACHELOR OF SCIENCE IN MATHEMATICS, GPA: 3.45

Elements of Computing (Computer Science) Certificate

Austin, TX

Aug. 2015 - Dec. 2018

Work Experience

Data Analyst II, Health Information Management

Austin, TX

AUSTIN STATE HOSPITAL, TEXAS HEALTH AND HUMAN SERVICES COMMISSION

40 hrs/wk, May 2021 - Current

- Performed routine (journey-level) data analysis and data research associated with health information management and technology.
- Conducted detailed analysis of and extensive research on data and provided results using EMR and Access databases.
- Created, edited, and scheduled Crystal Reports used by administration to assist and improve quality of patient care.

Administrative Assistant IV, Health Information Management

Austin, TX

AUSTIN STATE HOSPITAL, TEXAS HEALTH AND HUMAN SERVICES COMMISSION

40 hrs/wk, Aug. 2020 - May 2021

- Performed advanced (senior-level) administrative support work associated with health information management and technology.
- Compiled and edited data for charts, graphs, and databases, and prepared summary reports for The Joint Commission and CMS compliance.
- Created, edited, and scheduled Crystal Reports used by administration to assist and improve quality of patient care.
- Facilitated the creation and management of more than 750 network and clinical workstation accounts used by doctors, nurses, and other staff.

Administrative Assistant II, Finance and Accounting

Austin, TX

AUSTIN STATE HOSPITAL, TEXAS HEALTH AND HUMAN SERVICES COMMISSION

40 hrs/wk, Jan. 2020 - Aug. 2020

- Performed moderately complex administrative support work associated with personnel management, accounting, and finance.
- Coordinated approval and payment of all invoices and obligations owed by the hospital within 30 days in compliance with the Prompt Payment Act.
- Maintained manual and electronic filing systems and assisted with inventory and receiving.
- Completed miscellaneous administrative tasks in relation to supporting Finance and Accounting Department.

Legislative Administration Support

Austin, TX

TEXAS SENATE

45 hrs/wk, Feb. 2019 - Aug. 2019

- Supported Lt. Governor, Secretary of the Senate, Journal Clerk, and 31 Senators during session and on the Senate Floor.
- Coordinated and fielded written testimony for 16 Senate Committees.
- Ensured delivery of interagency mail to over 60 offices in and around the Texas Capitol Complex.
- Answered and directed phone calls on 4 lines and wrote detailed messages as necessary.
- Performed miscellaneous clerical work such as printing, copying, and restocking paper, lifting up to 75 pounds.

Peer Mentor, Lab Inventory Manager, and Data Analyst

Austin, TX

THE UNIVERSITY OF TEXAS AT AUSTIN

20 hrs/wk, Jan. 2017 - Dec. 2018

- Mentored for the Freshman Research Initiative (FRI) Supramolecular Sensors stream under Dr. Eric Anslyn.
- Participated as a Summer Research Fellow and completed over 250 hours of research with an emphasis on data analysis.
- Authored detailed reports and data analysis on weekly and bi-weekly experiments.
- Graded lab reports and notebooks following a rubric and provided feedback to students.
- Ordered, organized, and logged inventory of over 150 chemicals and laboratory consumables.

Software Engineering Intern

Austin, TX

TURNITIN / IPARADIGMS, LLC

40 hrs/wk, Jun. 2018 - Aug. 2018

- Designed and developed a microservice for PDF-to-PNG conversion to reduce storage needs by nearly 50%.
- Participated in daily meetings and biweekly sprints using the Agile software development approach.
- Authored and employed multiple tests in Golang, C/C++, HTML, and JavaScript.

Lead Peer Mentor

Austin, TX

THE UNIVERSITY OF TEXAS AT AUSTIN

20 hrs/wk, Aug. 2016 - May 2018

- Served as Peer Mentor in the Texas Interdisciplinary Scholars Program and attained Lead Mentor status within one year.
- Assisted 10 freshmen mentees with their transition to college by fostering academic excellence and intellectual investment.
- Engaged students and 90 other mentors with presentations focused on various university resources.
- Wrote material for and facilitated weekly and bi-weekly meetings with supervisor and other mentors.

Skill Set

Languages Native English, Intermediate Spanish

Programming Python 3, HTML, CSS, R, Golang, SQL, Git, JavaScript, jQuery, PHP, AJAX, LaTeX, JSON

Software Microsoft Office Suite (Access, Excel, Powerpoint, Word), Crystal Reports, Google Docs, Sheets, Tableau, RStudio