Nathan **Berryhill**

==mailing address redacted for web version==

✉ nathan@nathanberryhill.org | ⌂ nathanberryhill.org | 🐙 nathanberryhill | 💼 nathanberryhill | 🐦 @nathanberryhill

Education

The University of Texas at Austin *Austin, TX*

BACHELOR OF SCIENCE IN MATHEMATICS, GPA: 3.45 *Aug. 2015 - Dec. 2018*

Elements of Computing (Computer Science) Certificate

Work Experience

Administrative Assistant IV *Austin, TX*

AUSTIN STATE HOSPITAL, TEXAS HEALTH AND HUMAN SERVICES COMMISSION *40 hrs/wk, Aug. 2020 - Current*

- 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 compliance.
- Created, edited, and scheduled Crystal Reports used by administration to assist and improve quality of patient care.
- Facilitated the creation and management of all LAN and clinical workstation accounts used by doctors, nurses, and other staff.

Administrative Assistant II *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 the approval and payment of all invoices and obligations owed by the hospital 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.

Interdisciplinary Tutor *Austin, TX*

THE UNIVERSITY OF TEXAS AT AUSTIN *20 hrs/wk, Jan. 2016 - May 2017*

- Served as Drop-in and appointment-based tutor for multiple courses and subjects.
- Assisted students one-on-one with coursework in Mathematics, Economics, Chemistry, and introductory Spanish.
- Taught over 370 one-on-one hours with more than 150 clients in 15 different subjects.

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), Google Docs, Sheets, Tableau, RStudio