NEVAEH WILLIAMS

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PROFESSIONAL SUMMARY

Entry-level IT Consultant and recent Informatics graduate with hands-on experience designing IT infrastructure, compliance systems, and enterprise workflows in a healthcare startup environment. Strong foundation in IT governance, cybersecurity fundamentals, system administration, and business process automation. Proven ability to build systems from the ground up, document processes, and support regulatory readiness.

CORE COMPETENCIES

- IT Consulting Fundamentals
- IT Infrastructure Design
- HIPAA IT Compliance
- Cybersecurity & Risk Management
- IT Policy & Documentation
- Microsoft 365 Administration
- SharePoint Administration
- Systems Analysis
- SQL, Python, Java
- Windows & MacOS

PROFESSIONAL EXPERIENCE

Arise Treatment Center, Zionsville, IN
Director of Information Technology | 07/2025 - Present
- Built complete IT infrastructure for a healthcare startup from inception, supporting clinical, administrative, and compliance operations.
- Developed HIPAA-aligned IT policies including access control, incident response, vendor risk management, and data governance.
- Administered Microsoft 365 tenant including user provisioning, licensing, permissions, and security controls.
- Built SharePoint systems for document management, compliance tracking, workflow automation, and approvals.
- Implemented vendor risk assessment framework and compliance logging systems.
- Designed IT documentation systems supporting accreditation readiness.
- Automated compliance and approval workflows using Power Automate.
- Supported staff onboarding related to systems access and security awareness.

TROI, LLC, Indianapolis, IN
Lead UX/UI Designer | 11/2024 - Present
- Led user experience strategy across application and business platforms.
- Designed system flows and workflows relevant to business operations and software products.
- Built interactive prototypes for mobile platforms and applications.
- Conducted usability testing to improve adoption and system usability.
- Collaborated cross-functionally with developers and leadership.

NAB Consulting, Indianapolis, IN
IT Consultant | 10/2024 - Present
- Optimized SQL performance for Oracle Billing Engine systems (formally Lodestar).
- Conducted testing and analysis of billing rules and complex logic frameworks.

EDUCATION

Indiana University - Bloomington, IN
Bachelor of Science in Informatics
Cognate in Human-Centered Computing | 08/2024

TECHNICAL SKILLS

Systems & Platforms: Microsoft 365, SharePoint, Power Automate, Windows, MacOS

Languages: Python, Java, PHP, SQL, HTML, CSS, JavaScript

Tools: Microsoft Office, Adobe Creative Suite, Figma