

TARAJEE CLARKE

New York, NY | tarajee.clarke@gmail.com

Healthcare Informatics professional with experience across project management, business intelligence, and healthcare analytics in hospital, telehealth, payer, and health IT environments. Proven ability to coordinate cross-functional projects, analyze healthcare and operational data, build reports and dashboards, and drive process improvements. Strong foundation in healthcare data workflows, quality and patient-safety metrics, documentation, and stakeholder communication

PROFESSIONAL EXPERIENCE

Project Analyst Intern: Episcopal Health Services | Queens, New York | September 2025 - December 2025

- Coordinated hospital projects across Quality, Patient Safety, Infection Control, IT, and Patient Experience
- Tracked timelines, deliverables, and QA documentation
- Analyzed and reported on patient safety, infection control, and operational metrics

Data Operations Analyst: Alma | Remote | New York, NY | October 2023 - May 2024

- Analyzed claims and operational data in Excel, reducing resolution time by 50%
- Tracked tasks, milestones, and data-quality audits in Asana, cutting processing errors by 70%
- Partnered with operations and leadership via Slack to implement workflow and reporting improvements

Operations Coordinator: K Health | Remote | New York, NY | May 2023 - October 2023

- Coordinated intake and scheduling for the Cedars-Sinai partnership, ensuring 95% EPIC accuracy
- Tracked KPIs across Salesforce and EPIC, driving efficiency improvements of 50%
- Collaborated via Slack to standardize workflows and improve provider satisfaction by 80%

Project Analyst: Life is Beautiful, MD | Fort Lauderdale, FL | September 2021 - May 2023

- Coordinated healthcare data and operations projects using EPIC and Excel
- Analyzed patient and utilization data in Excel to support underwriting and optimization
- Implemented HIPAA-compliant workflows, reducing response times by 50%

Business Operations Analyst: Sagicor Life Insurance | Kingston, JA | August 2016 - August 2021

- Analyzed claims and operations data in Excel to identify discrepancies and improvements
- Tracked workflows and KPIs in Excel, improving processing speed by 15%
- Documented business processes and reporting outputs to support continuous improvement

PROJECTS

Predicting Adverse Drug Interaction Signals in Mental-Health Polypharmacy | Hofstra University

- Led a healthcare analytics project integrating FAERS, FDA drug labels, and PubMed data
- Performed data cleaning, validation, and analysis using Python
- Project-managed the Python analytics workflow, coordinating development, testing, and analytical outputs

Pharmacovigilance Data Engineering & Interactive Dashboard Development | Hofstra University

- Managed an end-to-end healthcare analytics project focused on patient safety and polypharmacy risk
- Coordinated data preparation, modeling, and evaluation using MySQL
- Built interactive dashboards in Visual Studio Code and tracked project progress in Excel

CORE SKILLS

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| <ul style="list-style-type: none">• Project Coordination• Data Analysis & Metrics• Timeline & Deliverable Tracking• Workflow Optimization | <ul style="list-style-type: none">• Stakeholder Communication• Documentation & Reporting• Cross-Functional Collaboration• Tools: Excel, EPIC, Salesforce, Asana, Slack, Python, MySQL, Visual Studio Code, Power BI (in progress) |
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EDUCATION

Master of Science, Health Informatics – Hofstra University | Expected May 2026

Bachelor of Science, Psychology – University of the West Indies

Associate of Science, Health Services Management – Broward College

CERTIFICATIONS (IN PROGRESS)

- Project Management Professional (PMP)®
- Google Data Analytics Professional Certificate
- Microsoft Power BI Data Analyst (PL-300)

ADDITIONAL INFORMATION

Member, Health Information Management Systems Society (HIMSS)

Vice President, Society of Health Technology Analytics & Innovation (HTAi) | Hofstra University