**Charlie Shen**

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Skype ID: *charlieshen2*

EDUCATION

*University of Richmond* , Richmond, Virginia Graduated May 2011

Bachelor of Science in Business Administration, with major in Accounting

*Upper Arlington High School*, Columbus, Ohio Graduated June 2007

PROFESSIONAL EXPERIENCE

*Contract Analyst Intern*, Ohiohealth April 2013 – July 2013

* Calculate physician compensation in accordance with physician contracts
* Administer physician compensation cap policy
* Manage RVU, Balanaced Scorce Card, MGO, Physician Lead Pay processes and payments

*Associate***,** CliftonLarsonAllen July 2011-December 2012

* Assist with Medicaid/Medicare audit of Nursing Homes and Home Offices advised by Department of Medical Assistance Services
* Justify cost report adjustments with appropriate government regulations
* Conduct desk reviews and field audits

*Resident Assistant***,** Richmond College: Residence Life April 2009-May 2011

* Develop a community among students, faculty, and peers
* Guide residents through concerns
* Update residents with current policies and ongoing activities

*Government Contracting Intern*, H.H. McGuireVAMC June 2010-August 2010

* Record essential information at construction bid openings
* Enhance spreadsheets for construction projects/tasks
* Analyze previously written contracts

ADDITIONAL SKILLS

*Language*: Fluent in Japanese and English, advanced level of Chinese, and basic level of French

*Computer*: Advanced knowledge of CCH- ProSystem FX Engagement, PeopleSoft, Athena, T-value Application, Oracle/HFS Software, Microsoft Excel, Outlook, PowerPoint, and Word