

Applicable Technical Skills: Tableau, SmartSheet, Power BI, Keynote, Microsoft Excel, Project Management

Experience

- 2021 -
Current **Business Manager, Cancer & Blood Diseases Institute**
Cincinnati Children's Hospital Medical Center
- Partner with key stakeholders to continuously improve institute reports. Project manage the rollout of standardized reporting to ensure consistency and data accuracy through summarizing data analysis findings. Work with faculty and division teams to identify operational gaps, specialty program growth opportunities, and personnel planning.
 - Maintain and monitor divisional financial and business operations, clinical and research, including human resources, budgeting, and facility utilization. Collaborate and develop relationships with multidisciplinary teams to maximize operational efficiency
- 2020 -
2021 **Financial Analyst II, Cancer & Blood Diseases Institute**
Cincinnati Children's Hospital Medical Center
- Collaborate with clinical and research leaders to develop and implement meaningful reports. Reports have included overall operational and financial performance, provider productivity, and fund updates.
 - Manage the institute capital budget and report to CBDI leadership, analyze and monitor financial and operational performance, monitor and manage day-to-day business processes, responsible for institute variable pay tracking and submissions, collaborate with research and nursing team on understanding the impact of clinical studies on inpatient volumes
- 2019 -
2020 **Strategic Planning Analyst, Medical University of South Carolina Health System**
- Partner with service line leaders to develop strategic plans and conduct in-depth analysis on based on market forecasts, utilization analysis, financial models, and internal resources to assist senior leadership in making data-driven decisions by specialty programs.
 - Support leadership in providing feasibility assessments for strategic and innovative opportunities and identifying potential community partners to expand services. Responsible for the development of pro formas, and the budgeting process through modeling anticipated growth, capacity, and barriers.
- 2018 -
2019 **Administrative Resident, Medical University of South Carolina Health System**
- Project managed a \$3.1 million proof of concept mental health partnership, and led collaborative workgroups on pricing strategy, product development, pro forma, and space.
 - Additional Projects: Served as interim office manager for two departments, collaborated with leaders to conduct a deep dive into clinical variations that identified \$7M in cost saving initiatives, project managed Interdisciplinary Rounding initiative for the health system, developed pediatric service line financial dashboard
- 2017 -
2018 **Graduate Assistant, Quality & Safety Department, UK HealthCare**
- Work closely with the Clinical Quality Department to perform SWARM analyses to identify trends and opportunities for improvement through data analytics. Assist in the develop of unit level scorecard to track infection compliance.
- 2017
2014 - 2018 **Graduate Administrative Intern, Duke University Health System**
Research Assistant/Administrative Assistant, University of Kentucky HealthCare

Education

- 2016 - 2018 **Masters of Health Administration, University of Kentucky**
2011 - 2016 **BA, Biology, focus in Public Health, University of Kentucky**