RESEARCH - ADMINISTRATIVE ANALYSIS - DATA ENTRY - WEB DEVELOPMENT

Data Analyst and Administrator adept at transforming complex data into actionable insights. I bring extensive experience in research methodologies and data-driven decision-making, where I have excelled in streamlining processes through effective automation and strategic optimization. Throughout my career, I've consistently taken projects from conception to fruition, from research and prototyping phases to final implementation, including a year-long project where I harnessed data visualization techniques to automate financial data into dynamic reports and created highly custom web design projects for businesses and individuals. My ability to adapt to new software quickly has allowed me to design comprehensive reporting packages that communicate complex information effectively.

SKILLSET

Data Analysis

Excel

Customer Relation Manager (CRM)

Electronic Health Records (EHR)

Data Entry

Confluence

Cross-Functional Collaboration

HTML

Cascading Style Sheets (CSS)

SQL

EDUCATION

Bachelor of Arts (BA)
Political Science

Boston University

RELEVANT COURSEWORK

Database Design and Implementation

Into to Java

Intro to Python

Databases and Data Mining

Combinatorics

Microeconomics

Macroeconomics

Intermediate Microeconomic Analysis

Sociology of Healthcare

Public Policy

EXPERIENCE

ATLANTIC PRIMARY CARE

Administrative Analyst • 2019-2021, 2022-Present

- Designed, built, and deployed the full www.atlanticprimarycare.com website from scratch, including front-end architecture (HTML, CSS, JavaScript), mobile-responsive layout, user experience optimization, and domain/DNS setup through Firebase hosting; completed over 100+ hours of deployment, debugging, and iteration to ensure functionality, security, and SEO performance
- Streamlined patient scheduling workflows, boosting patient throughput by 10% and reducing wait times by optimizing calendar structure and triaging procedures
- Managed high volume referral processing (~100/month), ensuring accuracy and timely processing across multiple specialists and insurance networks
- Handled day-to-day clerical operations including triaging phone calls and faxes, and verifying and collecting payments and copays, and verifying insurance eligibility
- Coordinated directly with physicians and external providers to support continuity of care and reduce administrative bottlenecks
- Technology used: Kareo, Quest Diagnostics, Care360

NEPC, LLC

Research Associate • 2021-2022

- Automated population of financial documents using C programming, reducing manual data entry time by 60% and increasing reporting accuracy
- Created predictive models and data visualizations to evaluate fund performance and support investment strategy decisions for institutional clients
- Contributed to manager due diligence by analyzing fee structures and fund histories, supporting the onboarding of \$100M+ in client assets
- Collaborated cross-functionally with developers, marketing, and tech managers in an Agile environment to design robust automation tools and client deliverables
- Technology used: Agile, VisionFI, Ultipro, Confluence, Evestment, Fact Set, CRM

SUFFOLK UNIVERSITY PUBLIC POLICY DEPT.

Internship • 2018

- Supported the research of the "10,000 Souls Project" analyzing demographic and budget data to influence healthcare, social, and economic policy
- Created time series datasets to track legislative outcomes against state budgets, uncovering patterns that informed policy recommendations
- Synthesized complex legislative material into digestible briefs for university stakeholders and policy advisors
- Technology used: Excel

PETER TEDESCHI CONGRESSIONAL CAMPAIGN

Internship • 2018

- Outlined the policy framework for campaign initiatives within local businesses
- Handled email and phone correspondences to campaign contributors and constituents
- Prepared travel arrangements including busses, meeting times, and overnight stays
- Crafted key talking points and debate arguments for speeches
- Technology used: Excel

Portfolio Website: www.shaunakennedyportfolio.com