

EXPERIENCE**Senior Medical Economics Analyst**

Kaiser Permanente, Honolulu, Hawaii 1/2000 to present

Developed and managed appropriate use of information to support corporate decision making. Educated and trained analysts in content and reporting of data. Developed, managed, and improved, reporting systems

Senior IT Financial Analyst

Kaiser Permanente, Honolulu, Hawaii 4/1999 to 1/2000

Responsible for coordinating and tracking local \$15M Information Technology (IT) budget.

Developed financial reports and reporting systems for Hawaii IT Management.

Prepared and submitted actual expense data to Kaiser Permanente's national Program Office.

Database Analyst

AlohaCare, Honolulu, Hawaii 4/1996 to 4/1999

Produced analytical and production information for management of Medicaid managed care company. Extensive experience working with Medical and Dental plan data using membership, claims, provider, and medical management databases.

Developed internal and external reports and reporting systems for the Medical Director, Dental Director, and Executive Director of AlohaCare, as well as for the management of affiliated physician groups, the AlohaCare Board of Directors, and other corporate and local management. Extensive use of software extraction tools to extract networked data, and local databases and spreadsheets for summarizing and reporting. Developed database systems to compliment corporate data systems. Developed specialized mini data warehouses to facilitate reporting of diversified systems data.

Served as contact person for state agencies, hospitals and clinics with information needs and data concerns.

INFORMATION CENTER MANAGER - Information Systems

Waianae Coast Comprehensive Health Center, Waianae, Hawaii 8/1994 to 4/1996

Provided assistance to departments in developing, maintaining, and reporting from systems that support the information needs of the department or program. Supported computer users on Center-wide network. Developed shared information repositories on network for management and staff.

INFORMATION CENTER MANAGER - Administration

Waianae Coast Comprehensive Health Center, Waianae, Hawaii 9/1989 to 8/1994
Developed internal management and contractually required reports in summary, narrative, and presentation formats. Developed reporting systems that extract data from a Hewlett-Packard server, download files to a desktop PC, manipulate and refine the information, and produce management reports. Responsible for the acquisition, support (software and hardware) and training related to the Center's personal computers. Supervised PC Technical Analyst.

TECHNICAL CONSULTANT

Waianae Coast Comprehensive Health Center, Waianae, Hawaii 8/1986 to 12/1994
Provided technical assistance in the areas of medical data management and reporting, financial systems, and microcomputer operations, to central pacific community health centers. Helped develop and implement public health patient encounter systems for the Republic of Palau, the Commonwealth of Saipan, the Federated States of Micronesia, and the Republic of the Marshall Islands. Developed a microcomputer master patient index system for Ebeye Community Health Center and Ebeye Hospital.

FINANCE MANAGER

Waianae Coast Comprehensive Health Center, Waianae, Hawaii 8/1988 to 9/1989
Responsible for the fiscal operations of the company, including billings, collections, general ledger, accounts payable, and payroll. Supervised staff of 21. Compiled financial budgets for federal, state, and local funding sources.

FINANCIAL ANALYST

Waianae Coast Comprehensive Health Center, Waianae, Hawaii 3/1986 to 8/1988
Responsible for the submission of various governmental reports, including the Medicare Cost Report and the federal BCRR. Converted the general ledger and the accounts payable computer systems to desktop PC systems, and developed the internal financial reports from the new system. Researched and recommended medical billing computer systems for the company. Conducted training for staff in PC operations and software.

STATISTICAL SPECIALIST

Honolulu Medical Service Association, Honolulu, Hawaii 8/1985 to 3/1986
Responsible for the maintenance and annual updates of the UCR systems (Medical, Dental, CHAMPUS, Vision). Other duties include preparing financial and statistical reports and analyses, for use in fee negotiations, plan comparisons, liability studies, etc. Extensive use of spreadsheet, database, and project management software.

PRODUCTION AREA ASSISTANT

Disneyland, Anaheim, California 9/1984 to 1/1985
Developed system for producing daily financial reports of attraction, merchandise, and food facilities for two-thirds of production areas. This resulted in improved accuracy, timeliness, and a saving of one to two hours of financial staff assistant time daily. Created spreadsheet templates that enabled budget information to be input, calculated, printed, and saved. This reduced paperwork, improved accuracy, saving both managerial and clerical time.

STAFF ASSISTANT - STATISTICAL REPORT/ANALYSIS

Disneyland, Anaheim, California 4/1980 to 8/1981

Responsibilities included coordinating and preparing \$15 million annual budget. Planned and conducted annual merchandise inventory of 23 shops. Prepared financial records including current and historical reports. Researched variances in sales and labor dollars in food, merchandise, and attraction facilities. Developed and conducted the first area finance information seminars for managerial staff.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION, [REDACTED]

California State University, Dominguez Hills

Elected to student government 2 years.

BACHELOR OF SCIENCE, [REDACTED]

California State University, Dominguez Hills

VOLUNTEER POSITIONS – PRESENT

Statewide Health Coordinating Council - Hawaii State Health Planning and Development Agency

West Oahu Subarea Health Planning Council - Hawaii State Health Planning and Development Agency

VOLUNTEER POSITIONS - PAST

Vice President, Waianae Coast Community Mental Health Center. Campaign Treasurer, Committee to Elect John DeSoto. Secretary-Treasurer, Waianae-Tamura Tennis Club. Chairperson, Leihoku Elementary School SCBM. Board Member, Waianae Coast Coalition for Human Services. Finance Committee, Native Hawaiian Health Care Act Oahu Planning Committee. Junior Achievement advisor. Disneyland Toastmasters charter member.