

Robert Smith

Scheduling Analyst

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SUMMARY

As a Scheduling Analyst With 2 years of experience in working with Information Systems to design and create new SCHED reports to accommodate end-users needs. Performing pre-testing of reports, updating related SCHED documents when necessary.

SKILLS

Sails.js, Javascript, Node.js, Express, Django, RabbitMQ, Python, Eclipse, Visual Studio, AWS, Microsoft Office, Git, Java, C#, MySQL, Redis, MongoDB, Microsoft SQL Server, Asp.Net, Linux.

WORK EXPERIENCE

Scheduling Analyst

ABC Corporation - April 2012 – June 2014

- Identified opportunities for new rules to end users.
- Worked with various departments to process requests such as suppress HIM pull slips and visit mapping.
- Performed schedule audits.
- Built new master schedules and template change requests in a timely manner (within 10 working days of receiving request).
- Updated dictionaries, reports and guidelines related to schedule changes.
- Reviewed schedules after implementation and checks back with end users to assure schedules are working properly.
- Delayed are communicated to affected physicians and managers and alternatives are offered.

Scheduling Analyst

Delta Corporation - 2009 – 2012

- Proficient knowledge of Aspect eWFM used on a daily basis Built long-term staffing schedules.
- Developed and administered shift-bid processes.
- Posted accurate schedules in a timely manner.
- Determined appropriate staffing requirements and posted volunteer requests.
- Information Technology, Clinical Systems Group.
- Facilitated multiple class-based sessions, with topics varying from generalized bank process to acute analytical reporting.
- Organized Vacation Bidding & Absenteeism goals for multiple Lines-of-Business Aligned Line-of-Business schedules with forecasted needs to ensure SLA.

EDUCATION

BS In Computer Sciences