

Amanda Richey

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Education

Master's in Health Administration, University of Kentucky Certificate in Improving Healthcare Value, Quality & Safety Improvement Upsilon Phi Delta Honor Society	May 2017
B.S. in Accounting, University of Kentucky Cum Laude	May 2015
B.B.A. in Management, University of Kentucky Cum Laude	May 2015
Microsoft Office Specialist Certified in Microsoft Excel, PowerPoint, and Word 2010	Spring 2013 – Present

Work Experience

Saint Thomas Midtown & West Hospitals Financial Operations Analyst - Built financial and operational reports related to payroll, expenses, and operational performance - Facilitated system-wide implementation of new productivity reporting tool - Calculated upcoming year's annual budgets for various departments - Managed physician contracts in cooperation with hospital executives and legal team - Synthesized patient encounter data for ad-hoc reporting	July 2017 – Present
University of Kentucky HealthCare Graduate Assistant - Produced SharePoint sites for document consolidation and information sharing - Built and distributed forms to medical leadership using Adobe Acrobat Pro and Microsoft InfoPath - Tracked medical director performance review updates for Chief Medical Officer	Oct. 2016 – July 2017
Saint Luke's Health System Quality & Process Excellence Intern - Quantified potential cost avoidance for projects by creating departmental dashboard and metrics - Analyzed and reported on CMS quality and patient safety data through trend analysis - Facilitated Lean Process Improvement events under the direction of Lean Six Sigma Master Black Belt	May 2016 – Aug. 2016
University of Kentucky Integrated Business Unit Student Purchasing Assistant - Processed detailed supply orders for multiple Arts & Sciences departments via SAP and online vendors - Audited purchasing documentation for various Arts & Sciences accounts - Trained new student employees in departmental processes and responsibilities	Oct. 2014 – April 2016
Saint Luke's Health System Finance/Accounting Intern - Identified large cost savings by analyzing record retention program data - Reconciled cash bank accounts daily - Shadowed several executives in various financial departments of the health system	May 2013 – Aug. 2014

Relevant Skills

- Proficient in Microsoft Excel (pivot tables, advanced functions, formatting), Word, and Powerpoint
- Working knowledge of Microsoft Access, and Cerner PowerChart
- Ability to adapt to different situations
- Eagerness to learn