**AICHA KHAN**

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**SUMMARY**

Highly motivated pre-law student looking to pursue a long-term profession in the legal field. Previous experience in operational analysis, revenue tracking, project management, and data analysis.

* **Accurate and Detail-Oriented:** Proven ability to initiate and accomplish tasks independently and consistently contribute 110%. Solid skills in multitasking and time management
* **Computer Literate:** Proficient in MS Word, Excel, PowerPoint, Access and MS Project. Expert knowledge of database systems, data mapping and TSO/SQL queries. Beginner knowledge of SAS. Proven ability to quickly learn and adapt to new technologies

**EDUCATION**

**The University of Texas at Dallas** December 2012

MBA/MS - Concentration in Healthcare Management GPA 3.5

B.S., Business Administration

PROFESSIONAL EXPERIENCE

Mosaic Family Services Dallas, TX

Volunteer  August 2019-Present

* 1-2 hours/week gaining experience related to administrative duties
* Shred, Scanned & Filing immigration files

Islamic Association of Collin County Legal Clinic Plano, TX

Volunteer June 2019-Present

* Assisting in administrative tasks related to client visits
* Filing forms and keeping track of paperwork

Humana Irving, TX

Financial Analyst March 2015-September 2016

* Utilized technical skill through SQL query writing and automating files on TOAD to run through an FTP server
* Streamlined monthly provider reports to provider consultants and group engagement managers for visits based on performance and membership as part of the PODS (Provider Organization Delivery System)
* Identified high cost members and providers with claims expenses >$25000 for provider groups

Health Management Systems Irving, TX

Eligibility Services Specialist (Data Analyst*)* December 2012-February 2015

* Performed analysis of Medicare Secondary Payer Product line to forecast numbers for further growth of product lines utilizing various data analysis techniques in Excel and Access involving pivot-tables, v-lookup and writing queries
* Completed GAP Analysis and facilitated after action review meetings to assess and document best practices of various RAC platforms