

Emily Birmingham

EDUCATION

Boston University, Boston, Massachusetts
Bachelor of Arts, Economics and Mathematics,
Minor in Computer Science (2018)

PROFESSIONAL EXPERIENCE

RESEARCH AND PLANNING CONSULTANTS, Austin, Texas
Consultant (September 2018–Present)

- RPC's database administrator.
- Oversees computer resources. Responsible for obtaining and organizing the state and federal public-use data files RPC holds for health care consulting and litigation support.
- Uses state and national healthcare data to determine usual, customary, and reasonable (UCR) charges in payment disputes.
- Maps service areas and accessibility for Certificate of Need applications.
- RPC's primary liaison with RESDAC, CMS, and state health data agencies.



ST. BOTOLPH CLUB, Boston, Massachusetts
Interim Assistant Bookkeeper (2015–2018)

- Managed entire Accounts Receivable operations, including all daily sales and payments received in a 600-member club.
- Resolved delinquent payments and prevented future delinquencies by communicating with members about best payment options.
- Fielded patron queries and independently addressed any issues as first point of contact for patrons in person, by phone, and by email.

BAY AREA TECHWORKERS, State College, Pennsylvania
Internship (Summer 2015)

- Employed as a contractor at Aris Corporation, a division of AssetMark.
- Categorized and scanned over 1,000 client files for a comprehensive digitization project.
- Audited and approved over 40 client files per day, increasing auditing efficiency by 200%.

APPLICATION SKILLS

- ArcGIS Pro
- SQL
- Python
- Java
- Stata
- Microsoft Office Suite

Research & Planning Consultants, LP

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