

**Steven James Bralley Weatherhead** Sjbralley92@gmail.com

## OBJECTIVE

Secure a challenging IT or business leadership position where I may utilize my experience, strengths and skills to contribute to the organization's goals and objectives for quality, innovation and growth.

## EDUCATION

**California State Polytechnic University, Pomona, CA**

**June 2016**

Bachelor of Science in Business Administration

Concentration: ***Technology of Operations Management, including courses in: Project Management, Quality, Production, Logistics/Transport and Product.***

## ADDITIONAL TRAINING AND QUALIFICATIONS:

UiPath RPA Advanced Certified Developer

*Six Sigma Yellow Belt Certified 2017* - Quality Management

*Competent Communicator and Leader Certifications* - Toastmasters International, Club ADP, VP of Education

*Title 22 Certified*- CPR/AED First Responder

Well versed technical skills with HTML, CSS, UiPath, Javascript, HIPPA data privacy and SQL

## PROFESSIONAL EXPERIENCE

**Process Specialist, SuperCare Health,**

**July 2018 - Present**

- Obtained vast amounts of expertise with analyzing, processing and providing solutions for medical claims.
- Successfully automated the retrieval of thousands patient compliance and eligibility reports resulting in an ROI of over \$43,131 a year.
- Provided training, feedback and documentation on process bottlenecks that directly reduced \$9,400,000 worth of Unbillable insurance claims down to \$4,500,000.

**Professional Corporate Consulting, Inc. Placentia, CA**

**ADP Consultant: Pay Card Specialist/Data Analyst**

**February 2017 - June 2018**

- Effectively supported a 12 month IT project to provision over 2,000 brand name clients and 6,000,000 users onto a new client self-service application. Contributed by completing analysis of client profile history from multiple legacy systems for setup on new security layer.
- Supported daily client services and client security profiles, with an emphasis on accuracy and quality.
- Technical and daily operations support: validated employee accounts for check authorizations, updated credits and debits to client funding accounts for payroll, handled return mail with card enrollments and checks, processed returned checks for escheatment, creating S&OP for all duties and supported data entry as needed.

**Logistics Intern, Exempris**

**June 2015- October 2015**

- Responsible for successfully categorizing \$30 million dollars' worth of inventory, with over 30,000 SKUs in a 270,000-foot warehouse.
- Successfully implemented and improved warehouse layout and flow, using financially driven ABC categorization methodology.
- Improved process of inventory control by developing a database to integrate with Crystal Reports and the transition to a new ERP Solution.
- Resolved system discrepancies related to warehouse placement, optimizing warehouse real estate.
- Enhanced product quality by reducing obsolete products and damaged equipment.

## VOLUNTEER EXPERIENCE

**Event Coordinator, St. Jude Research Hospital**

**June 2015 - February 2016**

- Responsible for the overall vision, layout, and production of a St. Jude Up 'til Dawn event Fundraising an all-time school record of \$43,155 on a budget of \$1500 for St. Jude Research Hospital.
- Duties including vendor management, scheduling, budgeting and interviewing.