

Kyle C Laramie

4090 12th St SW

Vero Beach, Florida 32968 United States

Mobile: 352-872-3088

Email: kylespruitenburg@ymail.com

Availability:**Job Type:** Permanent, Detail**Work Schedule:** Full-time

Desired locations:

ALL, Colorado, United States; ALL, Florida, United States; ALL, Indiana, United States; ALL, Michigan, United States; ALL, New Hampshire, United States; ALL, North Carolina, United States; ALL, Pennsylvania, United States; ALL, Vermont, United States; ALL, Virginia, United States

Work experience:**Supervisory Program & Management Analyst****Department of Veterans Affairs (This is a federal job)**

1901 Veterans Memorial Drive

Temple, TX

1/2024 - Present**Hours per week:** 40**Series:** 0343 Management And Program Analysis**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).**Grade:** 13**Duties, Accomplishments and Related Skills:**

In my role I am a working front-line supervisor of the facility Data Analytics team (5 GS12 FTE) for a 1A complexity system. I am responsible for the Management, assessment, design, integration, modification, maintenance, and analysis of the programs and processes related to the Health Informatics Data Analytics team, including administrative and clinical data and data management services or systems, and the electronic health record and related systems, with the goal of improving patient care, population health, reducing costs and waste, and improving the staff experience across VA.

I serve as a liaison between clinical and technical teams and staff to ensure that data is leveraged in a responsible and ethical fashion for the betterment of the care we provide. I work closely with staff from all backgrounds to ensure accurate data and education is provided. In my role I leverage PowerBI, Pyramid Analytics, Structured Query Language (SQL), SQL Server Integration Services (SSIS), Visual Studio, LEAF, and other data sets via VA's robust data architecture ; to support the systems HRO Journey.

I directly support the facility Executive Leadership team as well as the facility investigations process when data is needed.

I Exercise supervisory authorities and responsibilities involving work assignments and reviews and approve or reject daily and long-range work requirements. Find and implement ways to eliminate or reduce significant bottlenecks and barriers to

production and promote team building to improve business practices. Exercise supervisory authorities and responsibilities involving administrative and personnel management functions relative to the staff supervised. Supervise, plan, and direct

overall personnel management activities. Review positions to determine the need and accuracy of position descriptions and recommends changes in position descriptions,

When appropriate I recommend awards or bonuses for personnel, approve annual and sick leave requests, and recommend personnel for retention, promotion, and/or disciplinary actions. Make or approves the selections of potential employees. I also Serve as the reviewing official on the performance appraisals of the data analytics team. I Assign, review, and approve work and evaluate employee performance. I plans and provide for both long-range and short-term training with an emphasis on the career development of the team.

I listen to and act on staff concerns when needed with a focus ensuring that all staff are respected and valued for

their contributions to the Veteran healthcare experience. When appropriate, I effect disciplinary measures or suggestion disciplinary actions.

I Exercise responsibility to assure the effective implementation and operation of the Federal and VA policies, regulations, and guidelines concerning equal employment opportunity. Keeping employees informed, counseling employees when necessary or requested, and administering constructive discipline in coordination with bargaining unit officials when appropriate.

Supervisor: Kathleen Ramirez (254-287-0813)

Okay to contact this Supervisor: Yes

Associate Group Practice Manager

Department of Veterans Affairs (This is a federal job)

3400 Lebanon Rd.

Murfreesboro, TN

4/2023 - 1/2024

Hours per week: 40

Series: 0343 Management And Program Analysis

Pay Plan: GS - General Schedule (Ch. 51, 5 U.S.C.).

Grade: 12

Duties, Accomplishments and Related Skills:

I worked along side the other facility GPM / AGPM staff to review, analyze , and educate other stakeholders within the facility and the VISN on Veterans access to care, consult statistics, and even provider individual productivity. In my position I worked collaboratively with stakeholders to leverage data for education and decision making at the facility and service level.

I maintained a working knowledge of directives that impact Veteran Access to Care, as well as the Patient Care Data Capture.

I leveraged data tools such as SQL, PowerBI, and Pyramid Analytics. I gathered data from multiple different sources across VHA and used the data to assist leadership with becoming more data driven in the decision processes as they relate to Veteran's access to care.

Supervisor: Gina Byrd (629-207-9621)

Okay to contact this Supervisor: Yes

Program Analyst

Department of Veterans Affairs (This is a federal job)

1901 Veterans Memorial Drive

Temple, TX

7/2022 - 4/2023

Hours per week: 40

Series: 0343 Management And Program Analysis

Pay Plan: GS - General Schedule (Ch. 51, 5 U.S.C.).

Grade: 12

Duties, Accomplishments and Related Skills:

In this position I serve as a Data Analyst in the Health Informatics department as a spoke analyst supporting Surgery, Anesthesia, Emergency Department, and Geriatrics and Extended Care services. I provide consultative services across all aspects of the facility when needed. In my current position I leverage SQL, Pyramid Analytics, Visual Studio, and to some extent Power BI for analytics services. I work collaboratively with other analysts on education initiatives as well as more difficult data tasks as they arise. I have served as a lead with the facility data office hours initiative which is an educational component aimed at educating all staff in the facility about how to leverage different data products.

Supervisor: Kathleen Ramirez (2549870813)

Okay to contact this Supervisor: Yes

Program Analyst
Department of Veteran Affairs (This is a federal job)
1540 Sprint Valley Drive
Huntington, WV

9/2020 - 7/2022

Hours per week: 40

Series: 0343 Management And Program Analysis

Pay Plan: GS - General Schedule (Ch. 51, 5 U.S.C.).

Grade: 11

Duties, Accomplishments and Related Skills:

In this position my primary function was to facilitate the data analytics needs of the medical center as it relates to VERA. My work had a strong focus on administrative operational data to include, unsigned notes, incomplete encounters, consult statistics, appointment statistics, access to care, CITC / In house Medical Support Assistant productivity, as well as enrollment and travel statistics. I leveraged Pyramid Analytics, VSSC, SQL Server Management Studio, SQL Server Report Builder, VistA, BIOffice, and some PowerBI to pull, visualize and analyze data later used for operational decision making. I worked closely with clinical services to establish and facilitate education for their administrative and clinical staff as it relates to data use and visualization.

Furthermore, i provide adhoc data support to the facility and VISN at large.

Supervisor: Maritza Pittore (304-429-3969)

Okay to contact this Supervisor: Yes

Program Analyst, TCF Trainee
Department of Veterans Affairs (This is a federal job)
1540 Spring Valley Drive
Huntington, WV

9/2018 - 9/2020

Salary: \$0.00 USD Bi-weekly

Hours per week: 40

Series: 0343 Management And Program Analysis

Pay Plan: GS - General Schedule (Ch. 51, 5 U.S.C.).

Grade: 9

Duties, Accomplishments and Related Skills:

As a Program Analyst, TCF Trainee my primary function is to learn how to apply Data Analytics to scale within the medical center. I provide various adhoc and scheduled reporting not only to Health Administration Service but also to other service lines. This reporting varies in topics from administrative, financial, and clinical data as it relates to workload trends, access to care, and resource allocations. Leveraging SQL, SSRS, Power BI, Pyramid, VSSC, and Excel to provide raw and formatted data along with analysis and visuals if required. During my time in this position I have successfully created and deployed SSRS Reports that are currently utilized at the National and VISN levels.

Other duties include

- Tracking CITC performance data
- Preparing Morning report for Health Administration Service
- Preparing for and presenting analysis for Timeliness of Care Committee
- Tacking and correcting encounters in which a resident is listed as the primary provider
- Reporting beneficiary travel entry discrepancies for immediate remediation
- Analyze and report on in house consult statistics

Supervisor: Matt Rutherford (304-429-6741)

Okay to contact this Supervisor: Yes

Program Support Clerk
Department of Veteran Affairs (This is a federal job)

7305 N. Military Trail.
North Palm Beach, FL

7/2014 - 9/2018**Salary:** \$36,813.00 USD Per Year**Hours per week:** 40**Series:** 0303 Miscellaneous Clerk And Assistant**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).**Grade:** 5/5**Duties, Accomplishments and Related Skills:**

In this position I was the program support assistant to the Chief of Psychiatry as well as the Chief of Psychology. In this capacity, I served in a multitude of different roles. I was a timekeeper for 80-90 employees, tracking leave usage, overtime requests, and leave issues such as the use of FMLA. I served as a primary point of contact for applicants to the service such as psychiatrists, psychologists, and mid-level practitioners. I checked for completeness of all application documents submitted directly to the service, arrange interview dates, and work with Human Resources and Medical Center Credentialing to bring potential staff on board with the Mental Health Service. I additionally served as the Service Level Patient Advocate as well as the primary scheduling point of contact for the University of Miami and Nova Southeastern University third year Medical Student Mental Health Rotations. Additional duties are as follows:

- Maintaining schedule for Chiefs of Psychology and Psychiatry.
- Serve as a representative for the Mental Health Service in multiple capacities.
- Ensuring completeness of correspondence leaving the Mental Health Service to other areas.
- Training new Program Support (Admin) Staff
- Drafting and implementing Standard Operating Procedures for the Mental Health Service (will supply examples upon request)
- Orientating new staff to Mental Health Service as well as the Medical Center.
- Serving as a team member in many different internal service specific process improvement projects. (most recently FY17 MH Systems Redesign)

I have also served as the primary point of contact in arranging the FY15 Mental Health Summit. This work entailed working with and coordinating with internal and external stakeholders in order to plan a comprehensive full day program which included networking time for all stakeholders involved.

Supervisor: Jeff Duggins (561-422-7252)**Okay to contact this Supervisor:** Yes

Medical Support Assistant**United States Department of Veteran Affairs (This is a federal job)**

7305 North Military Trail
North Palm Beach, FL

7/2012 - 7/2014**Salary:** \$35,697.00 USD Per Year**Hours per week:** 40**Series:** 0679 Medical Support Assistance**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).**Grade:** 5/2**Duties, Accomplishments and Related Skills:**

As a Medical Support Assistant, I utilized my skills to maintain clinical schedules of up to 15 different clinics ranging from primary care to mental health. Much of my time was spent in direct support of clinical operations such as scheduling, call screening, updating and verifying patient information, tracking patient request, as well as offering assistance to anyone who may require it.

As the primary medical support assistant for the Post Deployment team I was often required to meet the needs of multiple providers on short notice as well as make fast paced and sound judgment calls in reference to the everyday operations on the clinic.

customer service being a paramount staple in my profession I take every customer interaction as an opportunity

to put my best foot forward and bring a personal touch to my everyday operations, as I am often the first and last point of contact for our clientele.

All duties carried out are done so in a professional and discrete manor in accordance with the rules and regulations of the medical facility as well as governing privacy laws over health care information (i.e. HIPPA).

Types of assistance provided to the patients of our clinic are as follows:

- Assisting OEF/OIF Veterans with understanding the role of the Department of Veterans Affairs specific to their needs.
- Explain OEF/OIF entitlement programs (i.e. Time sensitive expanded healthcare, G.I. Bill etc.)
- Direct OEF/OIF Veterans to the services required whether provided by the Department of Veterans Affairs or local Veterans Service Organizations.

During employment three \$50.00 incentive awards were received for superior customer service.

Letters of appreciation and recommendation from clientele and colleagues can be supplied upon request.

Supervisor: Catherine Bendig (561-422-8698)

Okay to contact this Supervisor: Contact me first

Medical Support Assistant

United States Department of Veteran Affairs (This is a federal job)

1601 S.W. Archer Rd.

Gainesville, FL

11/2011 - 7/2012

Salary: \$31,315.00 USD Per Year

Hours per week: 40

Series: 0679 Medical Support Assistance

Pay Plan: GS - General Schedule (Ch. 51, 5 U.S.C.).

Grade: 5/1

Duties, Accomplishments and Related Skills:

As an Inpatient Medical Support Asst. I was one of the many responsible for the administrative movement of patients throughout the medical facility. Duties included maintaining of patient charts and medical information, maintaining security of personal identifiable information, as with ensuring the safe and smooth flow of patients to and from the inpatient units.

During this time I served as an administrative member of the medical code team. While working with the code team I often operated in high stress and fast paced situations that could overall effect the safety and wellbeing on not only staff but patients as well.

This position required an off tour work schedule that often resulted in long hours with little to no down time depending on the influx of patients into the facility at any given time.

During my time in this position I often interacted with people from various different educational and social backgrounds. Thus requiring me to develop my ability to work in high stress environments effectively as a member of a team.

Supervisor: Janet Miller-Jenkins (352-548-1215)

Okay to contact this Supervisor: Contact me first

Human Resources Assistant

United States Department of Veteran Affairs (This is a federal job)

1601 S.W. Archer Rd.

Gainesville, FL

9/2010 - 11/2011

Salary: \$27,990.00 USD Per Year

Hours per week: 40

Series: 0203 Human Resources Assistance

Pay Plan: GS - General Schedule (Ch. 51, 5 U.S.C.).

Grade: 4/1

Duties, Accomplishments and Related Skills:

As Human Resource Assistant I was responsible for the everyday operation of the front desk. In this capacity, I directly worked the Human Resources Specialists and applicants in the tracking and completion of Job Announcements. Duties included are as follows:

- Receive and screen visitors and calls.
- Explain the application process to potential applicants.
- Verify correctness and completeness of documents submitted.
- Explain basic employee labor relations issues.
- Utilize HR Laws and regulations as applicable to serve internal and external customers.
- Utilize SharePoint and Access Databases to track applications and job announcements.

Supervisor: Michelle Manderino (3523761611)

Okay to contact this Supervisor: Yes

Education:

VHA AMIA 10x10 Vero Beach, FL United States

Technical or occupational certificate 10 / 2022

Major: Health Informatics

Relevant Coursework, Licenses and Certifications:

Fundamentals of Health Informatics, Evidence-Based Patient Care, Clinical Workflow Analysis, Human Factors Engineering, Data Standards, Data Analytics, Clinical Decision Support, Information systems Life Cycle, Leading and Management of Change

Department of Veteran Affairs OHI TCF PROGRAM Huntington, WV United States

Technical or occupational certificate 9 / 2020

Major: Data Analytics

Relevant Coursework, Licenses and Certifications:

On the job education for the knowledge, skills, and abilities to perform in a program analyst role within VA. major coursework in the following: SQL SSRS Power BI VSSC Pyramid Analytics Health Data Analytics 101 Health Informatics 101

Cornell University Ithaca, NY United States

Technical or occupational certificate 8 / 2020

Major: Data Analytics Certificate

Relevant Coursework, Licenses and Certifications:

Understanding and Visualizing Data -- SHA 571 Implementing Scientific Decision Making -- SHA572 Using Predictive Data Analysis -- SHA573

University of Florida Gainesville, FL United States

Some college (no degree) 12 / 2018

Credits Earned: Semester Hours

Major: Criminology

Relevant Coursework, Licenses and Certifications:

I am currently a student working towards a BA degree in Criminology.

Indian River State College Ft. Pierce, FL United States

Associate's degree 5 / 2014

GPA: 2.57 of a maximum 4.00

Credits Earned: Semester Hours

Major: Criminal Justice

Relevant Coursework, Licenses and Certifications:

Application of criminal law, basic writing, application of Constitutional law, Microsoft office 2013 coursework, Public Speaking,

Vero Beach High School Vero Beach, FL United States

High school diploma or equivalent 6 / 2007

Relevant Coursework, Licenses and Certifications:

Course work in Computers, Military Sciences (AFJROTC), Web Design certificate of program completion.

Job-related training:

VHA AMIA 10x10
SQL
SSRS (Sql Server Reporting Services)
Visual Studio
Pyramid Analytics
Power BI
BiOffice
Lean Six Sigma Green Belt Training
All Mandatory training required by medical facility

Languages:

English

Spoken Advanced

Written Advanced

Read Advanced

Organizations and affiliations:

Healthcare Data and Analytics Association (HDAA) - Member

Disaster Emergency Medical Personnel Systems DEMPS - Member / Deployable

American Medical Informatics Association (AMIA) - Member

References:

Matt L. Rutherford (*)

Employer Department of Veterans Affairs

Title Chief, Health Administration Service

Phone 202-870-0178

Email Matt.Rutherford@va.gov

Dr. Geanine Pirc (*)

Employer Department of Veterans Affairs

Title Chief, Anesthesia

Phone 254-408-0516

Email Geanine.Pirc@va.gov

Rachele Misiti (*)

Employer Department of Veterans Affairs

Title WSNC Consortium Lead, CC&ICM

Phone 254-654-6580

Email Rachele.Misiti@va.gov

(*) Indicates professional reference

Additional information:

I am well versed in the CPRS and Vista systems. i am also extremely proficient in Microsoft Office, SQL, SSRS, Pyramid Analytics, customer service, conflict resolution, project and time management. I have deployed reports for use nationally. I am willing to work off tours on a normal basis (i.e. nights, weekends, and most holidays) I also type at a rate of 65 wpm.
