# Adam Reeves, B.A.

### **EDUCATION**

University of Texas at Austin B.A., Mathematics, May 2005 -National Merit Scholar -Dean's List Student

#### **PROFESSIONAL EXPERIENCE**

RESEARCH & PLANNING CONSULTANTS Consultant

Data Base Administrator

- RPC's Data Base Administrator.
- Oversees computer resources and is responsible for obtaining and organizing the many state and federal public use data files RPC holds for use on health care consulting and litigation support.
- Skilled in extracting and analyzing relevant data from very large data files using SQL and STATA.
- RPC's primary liaison with the National Association of Health Data Organizations, RESDAC, CMS and state health data agencies.

#### UNISYS Help Desk Agent

• Provide technical support, troubleshoot hardware & software

#### THOMPSON CONFERENCE CENTER University of Texas at Austin *Technical Services*

- Provide technical assistance and instruction to clientele
- Answer technical support line
- Setup, maintain, and inventory conference A/V equipment
- Lead technician on shift

#### Research & Planning Consultants, L.P.

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January 2014-Present

May 2007 – December 2014

Dec, 2006-May 2007

May, 2004-Dec, 2006



eKwipment Sales/Advertising Apr. 2006 – Dec, 2006

- Write and edit online advertisements
- Research equipment specifications/value
- Photograph products for eBay ads
- Answer phones, miscellaneous office duties

DIVISION OF INSTRUCTIONAL INNOVATION & ASSESSMENT University of Texas at Austin Oct. 2005 – Dec. 2005 *Cameraman* 

- Setup camera, microphone, webcasting software and equipment
- Film classes for webcast

## APPLICATION SKILLS

- Advanced computer skills, basic programming experience
- Excellent written and mathematical skills
- Experience with Microsoft Office products and database management software
- Experience in an organized team environment
- Independent worker, ability to multitask well
- Intermediate French speaker