

3230 Lanewood Lane North
Plymouth, Minnesota 55447

Scott M. Siegel

(763) 350-4390

scottmatthewsiegel@gmail.com

<https://github.com/scoven2>

<https://github.com/scoven2/Professional-Portfolio>

EDUCATION

University of Wisconsin - Madison

2011 - 2016

Bachelor of Science in Communication Arts: Television, Radio, Film.

Minors: Digital Studies. Entrepreneurship.

WORK EXPERIENCE

Health Plan Specialist II, Medica, Minnetonka, MN

10/2018 - 9/2020

- Supervise teams and individuals on complex projects, and successfully implement them before deadlines.
- Lead the tracking and reporting of department metrics to find trends and ways to improve performance.
- Manage databases of provider and member demographic information necessary for automated systems to run properly.
- Train employees in both group and one-on-one settings to help them and the organization as a whole succeed.
- Utilize my comprehensive knowledge of the convoluted health insurance system to resolve difficult issues.

Claims Analyst, Medica, Minnetonka, MN

9/2020 - Current

- Integrate new platforms to ensure Medicare compliance.
- Generate processes for outside vendors to cohesively integrate into our ecosystems.
- Coordinate specialized adjudication process as subject matter expert.
- Instruct departments on proper procedure.
- Mentor new hires to ensure the success of both the individual and company.

Campaign Aide, Paul Rosenthal MN District 49B Campaign, Minneapolis, MN

07/2016 - 11/2016

- Assisted with communication strategies between campaign and voters both online and off.
- Organized campaign fundraisers throughout the election.
- Planned campaign outreach events to increase voter awareness and turnout.
- Met with voters to secure their vote in the upcoming election.
- Helped different members of the campaign staff effectively run a successful, winning campaign.

Event Coordinator, Twin Cities Social, Minneapolis, MN

06/2016 - 10/2016

- Organized monthly philanthropic/networking events around the Twin Cities area.
- Identified and negotiated with different charitable organizations to host events every month.
- Secured both one-time and recurring sponsors to donate both money and prizes each monthly event.
- Raised money through a variety of strategies such as raffles, auctions, and profit sharing with the hosting venue.
- Brought in a new, younger group of people to increase the variety of those networking.

Caterer, Wisconsin Union, Madison, WI

07/2014 - 2016

- Provided exceptional service by assisting customers with their wants and needs.
- Handled a variety of different service situations efficiently.
- Achieved customer satisfaction through positive, personal interactions.
- Actively received praises for good work ethic by customers and managers.
- Performed all aspects of food preparation, delivery, and cleanup.

TECHNICAL SKILLS

• Programming languages:

- HTML
- CSS
- JavaScript
- node.js

• Adobe Creative Cloud applications:

- InDesign, Photoshop, Illustrator, and Premiere Pro