

Nikitra N. Hudson

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OBJECTIVE

To obtain position where current knowledge serves as a catalyst for perfecting systems that best support people and/or the business; while cultivating positive outcomes, growth and success.

PERSONAL ATTRIBUTES

- Excellent communications skills
- Effective time management skills
- Ability to multi-task and problem solve
- Technical / Analytical thinker
- Superb work ethic
- Motivated individual committed to success
- Finds variety of responsibility and new challenges enjoyable

EDUCATION

Berkeley High School, Berkeley, California

- Diploma, 1998

Laney Community College, Oakland, California

- Associates Degree in Social Science, December 2005

California State University East Bay, Hayward, California

- Bachelor of Arts in Liberal Studies, June 2012
- Option in Organization and Leadership, June 2012

California State University East Bay, Hayward, California

- Master of Business Administration, July 2020

PROFESSIONAL EXPERIENCE

January 2015 – Present
Oakland Unified School District
Oakland, CA

- **Disability Management Coordinator** – Ensure that a potential disability does not hinder our employees from returning to work. Manage and support employees and the District to engage in Interactive Process when complexities prevent or complicate their return to work. Ensure that reasonable accommodation options are explored to best support employees in accordance with

Title I of the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Ensure the District maintains compliance with State and Federal regulations, while showing good faith and timely support to employees with potential disabilities.

- Responsible to perform difficult, complex clerical and administrative work duties in relation to administration, processing and maintenance of Workers' Compensation claims and records. Tracking leave and managing the coordination of Workers' Compensation and ED Code benefits. Counsels and serves as a liaison between District employees, third party administrators and medical facilities. Responsible for leave tracking, research work on claims, interdepartmental communication. Creates, receives, maintain and organizes records reports, spreadsheets, memos and letters. Adhere to regulations, policies, education codes and various collective bargaining contracts. Travel to various departments and sites informing management and employees on processes and procedures.

January 2014 – January 2015
Berkeley Unified School District
Berkeley, CA

- **Risk Management / Benefits Supervisor** - Responsibilities include directing the purchase of insurance programs, management of claims and loss control activities, management of relationships with third party service providers including brokers, insurers and other TPAs, identifying exposures, recommending solutions, implementing approved programs, promoting loss prevention, updating and monitoring compliance with insurance procedures and managing safety/risk management manuals.
- Responsible for the direction and management of the organization's employee benefits program. Develops and administers plans through coordination with professional consultants and technical experts in the legal, medical, actuarial, accounting, financial, economics, labor relations, and communications disciplines. The benefits program administration includes designing and financing the plans, controlling costs, communicating benefits to employees, and keeping abreast of government legislation affecting employee benefit plans.

June 2012 – January 2014
Berkeley Unified School District
Berkeley, CA

- **Workers Compensation Specialist**- Responsible to perform difficult, complex clerical and administrative work duties in relation to administration, processing and maintenance of Workers' Compensation claims and records. Tracking leave and managing the coordination of Workers' Compensation and ED Code benefits. Counsels and serves as a liaison between District employees, third party administrators and medical facilities. Responsible for leave tracking, research work on claims, interdepartmental communication. Creates, receives, maintain and organizes records reports, spreadsheets, memos and letters. Adhere to regulations, policies, education codes and various collective bargaining contracts. Travel to various departments and sites informing management and employees on processes and procedures.

- **Health and Safety-** Assist Risk Manager with coordination and facilitation of health and safety trainings. Assist with implementation of various health and safety plans. Maintains OSHA record keeping. Receives, maintains and organizes student accident reports. Responsible to report concerns and trends in safety reporting regarding employees, student and facilities. Seek and suggest preventative measure as trends are identified. Determines reportable injuries and illnesses. Responsible to serve as secretary on the District's safety committee that is currently being implemented. Travel to various departments and sites informing management and employees on processes and procedures.

June 2007 – April 2012
Soma Orthopedics (Formerly CPMC- St. Luke's)
San Francisco, CA

- **Workers' Compensation Coordinator-** Advising physicians which cases are appropriate for the practice. Responsible for directing and ensuring the plan of treatment. Handle all correspondence between adjusters, nurse case managers, attorneys and other physicians. Responsible for submitting authorizations and scheduling appointments. Handle all administrative duties including data entry, filing, faxing, phone and email correspondence.
- **Surgery Scheduler-** Responsible for scheduling all the surgical procedures and coordination of the surgical calendar. Handle all correspondence between physicians, hospital, surgery centers and operating rooms. Handle all administrative duties including data entry, filing, faxing, phone and email correspondence. Built and maintained relationships with physician offices, pharmacies, pharmaceutical and instrumentation representatives.

October 1999- June 2007
Michael DiGiacomo, D.P.M
Oakland, CA

- **Workers' Compensation Coordinator-** Advising physicians which cases are appropriate for the practice. Responsible for directing and ensuring the plan of treatment. Handle all correspondence between adjusters, nurse case managers, attorneys and other physicians. Responsible for submitting authorizations and scheduling appointments. Handle all administrative duties including data entry, filing, faxing, phone and email correspondence.
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- **Receptionist-** Responsible for scheduling all appointments and maintaining the calendar. Registering patients before and after appointments. Validating insurance eligibility and benefits. Requesting and maintaining referrals. Creating and preparing old and new charts. Answering multiple phone lines. Handle all administrative duties including data entry, filing, faxing, phone and email correspondence.

- **Back Office-** Rooming and preparing patients. Assisting the doctor with routine procedures and minor surgical surgeries. Taking, developing and uploading x-rays through a paperless system. Refurbishing and fixing custom orthotics. Making temporary orthotics and heel cushions. Performing minor physical therapy (ultrasound and EGS). Sterilization of all instruments, cleaning and stocking the rooms.

REFERENCES UPON REQUEST