

# Taylor Burton

## Education

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**2010 – 2012**                      **Wesleyan University, MA**

**2002 – 2005**                      **Maryland Institute College of Art, BFA**

## Employment

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**2015 – Present**                      **Healthfirst Healthcare**

### Privacy Analyst

Responsible for investigating and tracking all Personal Health Information Disclosures involving Healthfirst members and providers. Developing regular expressions to filter for Personal Health Information contained within the company's local file shares and coordinate with all company Business Units to coordinate file sensitive file removal. Audit company email encryption software to ensure proper functionality of key word/regular expression combinations.

**2014 – 2015**                      **Healthfirst Healthcare**

### Claims Examiner

Examined and processed Medicaid, Medicare and Specialty Claims and documents for the Healthfirst Claims Department. Participated in Interdepartmental QA testing to increase Claims processing efficiency.

**2012 – 2014**                      **Joan Mitchell Foundation**

### Assistant Artist Teacher

Assisted in the Development and Implementation of Elementary and Middle School Arts Curriculum for the Foundation's Afterschool and Saturday Art Education Programs, and assisted in Exhibition Coordination and Portfolio Review.

**2013 – 2016**                      **Taylor Burton Translations**

### Translator

Specialized in the translation of Medical and Pharmaceutical Documents and Cardiology Reports from Norwegian, Swedish and Danish into English.

## Contact

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**+1 804 356 4808**

E-mail  
**burton.taylor@gmail.com**

## About Me

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I am a driven, hard-working professional. I am deeply focused and organized with a keen eye for detail and a passion for language and technology.

## Computer Skills

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MS Word, MS Excel, Wordfast, Peoplesoft CRM, HTML, CSS, Javascript, Ruby, Ruby on Rails, Python, SQL, MySQL, PostgreSQL

## Volunteer Work

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**2013 – 2015**  
**Gamelan Kusuma Laras**

Executive Director  
Promote Javanese Cultural and Performing Arts throughout the New York area.

**2010**  
**HEAL, Inc.**

Led Music and Visual Arts classes for children at the Chetana Community Settlement in Guntur, Andhra Pradesh, South India.

**2010**  
**Sevai Karangal**

Led Day treks in Andhra Pradesh, South India with children from the Porur Children's Home in Porur, Tamil Nadu, South India.

**2012 – 2013**

**National Business and  
Disability Council**

**Corporate Membership Strategist**

Established and maintained corporate relationships and coordinated Corporate Memberships. Strategized Membership Marketing, Corporate Outreach and Fundraising. Assisted in the coordination of the Emerging Leaders Program, placing Undergraduate and Graduate students with disabilities into competitive Professional Internship programs.

**2010 – 2012**

**Wesleyan University**

**Teaching Assistant/Archivist**

Archived and Catalogued Digital and Print documents from new and pre-existing Library Holdings for Wesleyan's Olin Music Library. Served as Teaching Assistant for Wesleyan's South Indian Music courses, assisting students in vocal training and Sanskrit, Tamil and Telugu diction.

**2007 – 2012**

**Allianz Global Assistance**

**Claims Coordinator/Translator**

Translated and processed International Healthcare Claims for the Blue Cross Blue Shield Federal Employee Program from over 40 different languages into English. Served as Interdepartmental liaison in Indonesian, Norwegian, Swedish, Danish and Icelandic translation

**Language Skills**

Danish, English, Indonesian, Malay,  
Norwegian, Spanish, Swedish