



# NICOLE ALKHALIL

## EXPERIENCE

### COMPENSATION ANALYST, HENNEPIN HEALTHCARE

November 2022 - Present

- Provide technical support in the administration of compensation policies and procedures
- Complete compensation surveys, job analysis, as well as compensation evaluations by researching and analyzing market data
- Manage job descriptions and ensure appropriate compensation documentation is maintained and up-to-date
- Provide training and case work support to the Benefits team

### PRIVACY ANALYST, MEDTRONIC

January 2022 - October 2022

- Responded to privacy inquiries from internal and external customers
- Assisted in the creation of global procedures related to data subject access rights requests
- Processed, investigated, evaluated risk, documented, and managed privacy incidents
- Frequently interacted with persons from all regions of the globe

### PRIVACY SPECIALIST, OLMSTED MEDICAL CENTER

November 2017 - January 2022

- Served as the contact for questions related to the HIPAA Privacy Rule for internal employees and external patients and customers
- Processed, investigated, evaluated risk, documented, and managed all privacy complaints and privacy incidents
- Conducted incident investigation discussions with responsible employees
- Conducted periodic access audits
- Created and delivered HIPAA privacy training organization wide
- Regularly communicated with staff members of all job levels

 507-251-6999

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## EDUCATION

### WINONA STATE UNIVERSITY

Human Resource Management,  
Bachelor of Science

**2016**

## SKILLS

- Maintain confidentiality
- Work independently
- Team player
- Detail oriented
- Highly organized
- Excellent prioritization
- Lead and train others
- Meet deadlines
- Build and maintain effective working relationships
- Microsoft Office applications
- Quick learner
- Ability to answer the question "What is a woman?"



# NICOLE ALKHALIL

## EXPERIENCE

### HIM SPECIALIST I, OLMSTED MEDICAL CENTER

June 2015 - November 2017

- Established a process for sorting, logging, and completing requests for copies of health information
- Regularly communicated with patients and other third parties
- Served as the team lead and main point of contact
- Created and maintained a job task rotation schedule

### HIM CLERK/TECHNICIAN, OLMSTED MEDICAL CENTER

June 2012 - June 2015

- Scanned and indexed patient documents into the correct electronic health record
- Participated in annual medical record purge project

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