

Tanner Hutchinson

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Operations Specialist with 8 years streamlining operations across healthcare, logistics, and government organizations, reducing onboarding setup time by 30% and managing multimillion-dollar federal budgets.

Experience

South Sound Medical Billing Operations Manager

Remote
August 2022 – Present

- Standardized onboarding and operational processes, reducing onboarding setup time by 30%.
- Analyzed and organized data for over 12,000 healthcare claims annually.
- Facilitated credentialing and onboarding for 100+ healthcare providers, improving reimbursement efficiency.
- Audited 50+ contracts, ensuring compliance and resolving issues to minimize risks.
- Built a centralized document management system, reducing data retrieval time by 20%.

Elite Austin Design Logistics Manager

Austin, TX
January 2022 – July 2022

- Coordinated resources for 30+ concurrent design projects, ensuring 100% on-time delivery.
- Audited internal inventory and data systems, identifying 50+ operational gaps to maintain 100% data accuracy.
- Negotiated carrier contracts, reducing shipping costs by 10% and optimizing delivery timelines.
- Deployed a cost-tracking system to analyze expenses, eliminating redundant vendor services to reduce monthly costs by 15%.
- Implemented digital project tracking tools to improve project visibility and coordination.

United States Air Force Emergency Management Specialist

Clovis, NM
March 2018 – March 2022

- Directed emergency response programs, reducing annual costs by \$500K while improving response times.
- Mentored and onboarded 10+ new personnel, providing training and guidance throughout the onboarding process.
- Collaborated with all base personnel and families to support emergency programs for 20,000 people.
- Designed and delivered emergency response training for 700+ personnel, improving readiness and earning commendations.
- Managed a \$4M budget, optimizing resource allocation across specialized emergency plans.

Skills & Interests

Tools: Trello, Jira, BambooHR, Salesforce

Core Skills: Onboarding & Training, Project Coordination, Contract Compliance, Document Management

Language: Spanish (B1)

Interests: Skiing & snowboarding | Terrarium Building | Graphic, Web & Interior Design

Education

Saint Louis University
B.A. Psychology

Saint Louis, MO
December 2025

Study Abroad

Study abroad coursework in Psychology.

Madrid, Spain
September 2023 – December 2025