



Mayor of Providence

Jorge O. Elorza

January 1, 2022

Honorable Members
Providence City Council
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 701 of the Providence Home Rule Charter of 1980, as amended and Public Law, Chapter 45-50, Sections 1 through 31 passed in 1987, I am this day re-appointing Ty'Relle Stephens of, 37 Longfellow Terrance, Providence, RI 02907 as a member of the Providence School Board for a term to expire on January 31, 2025, and respectfully submits the same for your approval.

Sincerely,


Jorge O. Elorza
Mayor

IN CITY COUNCIL
JAN 20 2022

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED AND APPROVED

 CLERK

ACTING

Ty'Relle Stephens

Cell: 401-660-7540, Tyrellestephens14@gmail.com, LinkedIn Ty'Relle Stephens

Experience

Oak Street Health

Woonsocket RI

Patient Relations Manager

May 2021

- Manage the day to day operations with all Patients apart to Oak Street Health
- Assist patients in navigating the healthcare system, help patients resolve medical bills inside and outside of Oak Street Health (advocate for the patient).
- Assist patients with applying for public benefits, such as Public Aid, free phones, and Extra Help for prescription drugs.
- Support the clinic management team on operational activities, as needed, including scheduling and billing.
- Booking Appointments, Setting Tasks, and communication with overall team about Customer Service Improvement

Providence Public School District

Providence RI

School Board Member

February 2021

- Serve as an Advisor to the PPSD Superintendent and State Education Commissioner of RI
- Teaming up with City and State Executives on finding ways to provide Restorative Practices
- Oversee/Represent 4 Schools, working with Principals and Teachers on reaching PPSD Educational Goals
- Teaming up with Board Members and the Superintendent/ Supt Cabinet on School improvement in Finances, Policy, Health and Wellness, and voting on them

Kent Hospital

Warwick RI

Patient Access Associate

August 2020

- Responsible for obtaining Personal Health Information (PHI) for all Kent patients in a timely, professional, and caring manner.
- Assists in maintaining financial integrity of the hospital through the verification of patient insurance information through online communication with payers, appropriate collection of copayments at time of registration and manages the daily operations relative to patient bed assignments
- Accessing several different software's and databases to ensure that I register patients correctly
- Working with Registered Nurses and Doctors to ensuring that the patient experience is pleasant

City of Providence African American Ambassadors Group

Providence RI

Youth Voices Community Leader

June 2020

- Working with Providence Mayor and his cabinet on City Improvements in Youth Voice
- Making sure Youth in the Community has a Voice in decision making
- Oversee all group projects working with Deputy Leader and group members

Education

Year Up Rhode Island

Providence RI

Business Operations Certificate

Juanita Sanchez Educational Complex

Providence RI

High School Diploma

College Credits

Business Writing, Advance Business Writing, Project Management, Public Speaking, Informational Technology, Professional Development, Customer Service, Community Development,

Volunteer Experience

Care New England

Providence RI

Ambassador/Greeter

February 1st, 2020 – July 28th, 2020

- Greet all patients.
- Assist in finding wheelchairs.
- Filing Paperwork
- Discharging Patients
- Work with Human Resources on certain projects

Political Campaigns

Recreational work

Superintendents Youth Council

Skills

Software: Outlook, Word, PowerPoint, Excel

Soft skills: Communication, Customer Service, Time Management, Leadership