

DANA, YOUR CAREERSONA

The Practical Analyst

You bring calm precision to structured systems, turning messy operational information into clear, effective solutions.

Conventional · Organizer

Investigative · Thinker

Social · Helper

Interest code CIS

Dana, your results point to a clear pattern: you like work built on order, accuracy and careful analysis — what we're calling The Practical Analyst. Your strongest interest is Conventional, with Investigative close behind, and your six years as an office manager at a dental clinic gave you a real test of that: you built a spreadsheet that cut your clinic's no-shows by a third. That's problem solving with data, which is exactly what you say you want more of.

You also want less of being the person everyone yells at about scheduling, and more remote days and room to grow. The careers that fit you best — health information technology, medical records, systems analysis — let you stay close to the healthcare world you know while moving from managing the front desk to managing the information behind it.

Your strengths

Building order out of mess

Your spreadsheet that cut no-shows by a third shows the Conventional strength in organising information turned into a real operational fix. You didn't just tidy data — you solved a problem with it.

Careful, accurate with details

Proofreading records, calculating wages and keeping shipping records were the activities you strongly liked, and your high conscientiousness backs it up. You get chores done right away and you like order.

Analytical problem solving

Investigative was your second-highest interest, and you named problem solving with data as something you want more of. You enjoy digging into why something went wrong and what would fix it.

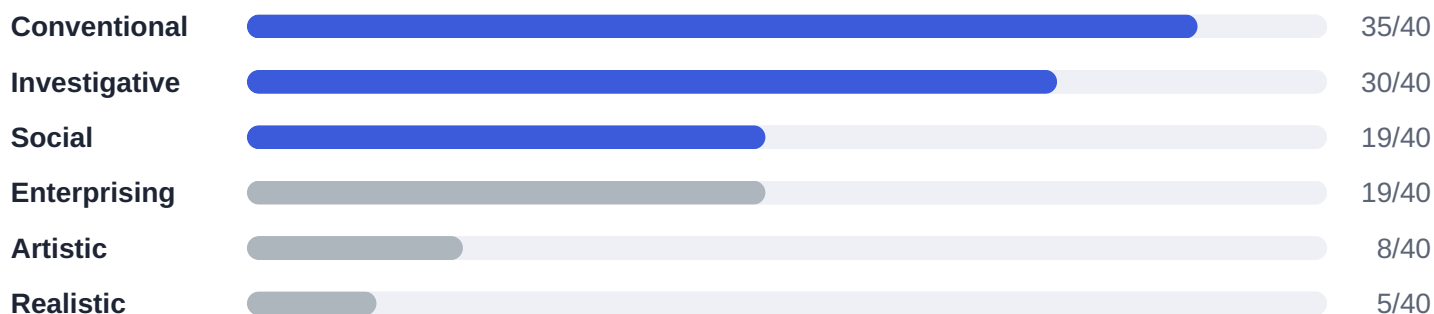
Calm under daily pressure

You describe yourself as calm and even-tempered, and you do your best work at a steady pace. In a clinic where people get frustrated about scheduling, that steadiness matters.

Reliable follow-through

Six years in one role, plus agreeing that you get things done right away and like order, suggests people can hand you a process and trust it will be maintained. That reliability is the backbone of records and systems work.

What you like doing



Scores from the 60 work activities you rated (0 = strongly dislike all ten in an area, 40 = strongly like all ten).

Your profile is led by Conventional — organising information, records, data and procedures with care — with Investigative second: studying, analysing and solving problems. That combination is the sweet spot for careers like health information technology, medical coding and systems analysis, where accuracy meets analysis: not just keeping records correct, but asking what the data reveals and how the system could work better. Your Social and Enterprising scores are moderate, which fits work that involves some contact with colleagues and customers but doesn't revolve around persuading or leading people. Artistic and Realistic scored low, so highly creative or hands-on trades are less likely to hold your interest. In short, you're drawn to structured, information-rich work where careful thinking pays off.

How you work

Extraversion

You describe yourself as reserved and energised by quiet time.

Agreeableness

You describe yourself as balanced between direct and focused more on tasks than on feelings and warm.

Conscientiousness

You describe yourself as organised and quick to follow through.

Emotional steadiness

You describe yourself as calm and even-tempered.

Imagination

You describe yourself as balanced between practical and down-to-earth and curious about ideas and imaginative.

Your self-description paints a consistent picture. You're reserved and energised by quiet time — you said you don't talk a lot and keep in the background — so you'll likely prefer work where results speak rather than constant conversation. Your high conscientiousness shows in liking order and getting chores done right away, which pairs naturally with records, coding and quality-check work. You're calm and seldom feel blue, so you can handle deadlines and difficult days without being rattled. Your middle scores on agreeableness and imagination suggest you're balanced: direct enough to focus on tasks, practical but open to new ideas. Altogether, you tend to be the steady, precise person who quietly makes a system run better.

Where you'll likely do your best work

You chose a desk or computer setting, a healthy mix of people, and a steady pace — and said some customer contact is fine, with some say but support available. That points to roles with dedicated focus time at a screen, predictable workflows, and occasional collaboration rather than a constant stream of walk-ups. Remote or hybrid days would likely suit you well, and a quieter role away from the front-desk fray could make work feel far less draining.

Your top career matches

Chosen from more than 900 U.S. occupations for how well each job's typical activities, work style and setting match your answers, within the training you said you're open to. Pay is the U.S. national median from the Bureau of Labor Statistics; it varies a lot with location, experience and employer.

Health Information Technologists and Medical Registrars

#1 match

Interests 94% Work style 61% Setting 60% Bright Outlook

Your strong Conventional and Investigative scores align with handling structured clinical data and procedures. You already have deep familiarity with healthcare workflows and take satisfaction in analytical fixes, such as when you built a system that reduced missed visits. This path lets you work directly with digital health records and database queries rather than handling tense front-desk interactions.

MEDIAN PAY (U.S.)

\$68,020/yr

OUTLOOK 2025-2035

Much faster than average

OPENINGS PER YEAR

3,000

TYPICAL EDUCATION

varies

What you'd do

- Write or maintain archived procedures, procedural codes, or queries for applications.
- Train medical records staff.
- Retrieve patient medical records for physicians, technicians, or other medical personnel.

Worth knowing: Some positions require specialized health informatics credentials or familiarity with electronic health record platforms beyond what a typical office uses.

First step this week: Look up health information technician job postings on CareerOneStop to see which software systems and certifications employers request most often.

Also called: Medical Records Analyst, Medical Records Director · [Details on O*NET OnLine](#)

Computer Systems Analysts

#2 match

Interests 88%

Work style 61%

Setting 87%

Bright Outlook

This work taps your interest in developing spreadsheets, troubleshooting system problems, and making workflows smoother for colleagues. It rewards your preference for focused computer work, analytical problem solving, and working at a measured pace. Moving into systems analysis shifts your time toward resolving technical operational snags instead of dealing with constant scheduling friction.

MEDIAN PAY (U.S.)

\$105,850/yr

OUTLOOK 2025-2035

Much faster than average

OPENINGS PER YEAR

32,900

TYPICAL EDUCATION

Associate degree

What you'd do

- Troubleshoot program and system malfunctions to restore normal functioning.
- Provide staff and users with assistance solving computer-related problems, such as malfunctions and program problems.
- Test, maintain, and monitor computer programs and systems, including coordinating the installation of computer programs and systems.

Worth knowing: Many roles expect either deep familiarity with specific database software or further coursework in computer systems.

First step this week: Review the O*NET OnLine summary for Computer Systems Analysts to check the standard technical tasks and entry requirements for candidates with an associate degree.

Also called: Applications Analyst, Business Systems Analyst, Computer Analyst, Computer Systems Analyst · [Details on O*NET OnLine](#)

Clinical Research Coordinators

#3 match

Interests 96%

Work style 59%

Setting 89%

Bright Outlook

Clinical research coordination relies heavily on your strengths in maintaining tidy records, following strict protocols, and tracking complex schedules. Your calm, orderly approach fits the systematic documentation and regulatory compliance that research trials require. It lets you apply your healthcare administrative background in a research-oriented setting.

MEDIAN PAY (U.S.)

not published

OUTLOOK 2025-2035

Much faster than average

OPENINGS PER YEAR

9,200

TYPICAL EDUCATION

Bachelor's degree

What you'd do

- Schedule subjects for appointments, procedures, or inpatient stays as required by study protocols.
- Perform specific protocol procedures such as interviewing subjects, taking vital signs, and performing electrocardiograms.
- Prepare study-related documentation, such as protocol worksheets, procedural manuals, adverse event reports, institutional review board documents, or progress reports.

Worth knowing: You would still coordinate with patients and clinicians, so interpersonal communication remains a regular part of the schedule.

First step this week: Read through current clinical research coordinator postings at regional hospitals or academic research centers to compare their minimum requirements with your background.

Also called: Clinical Coordinator, Clinical Program Coordinator, Clinical Program Manager, Clinical Research Administrator · [Details on O*NET OnLine](#)

Paralegals and Legal Assistants

#4 match

Interests 97%

Work style 63%

Setting 85%

Your top quiz interests were organizing information, proofreading forms, and working carefully through written records. Paralegal work takes you away from clinic reception areas and places you squarely in detailed document review, fact research, and organized file management. It suits someone who prefers keeping in the background while producing accurate, dependable work.

MEDIAN PAY (U.S.)

\$62,890/yr

OUTLOOK 2025-2035

Little or no change

OPENINGS PER YEAR

40,800

TYPICAL EDUCATION

Bachelor's degree

What you'd do

- Prepare affidavits or other documents, such as legal correspondence, and organize and maintain documents in paper or electronic filing system.
- Prepare, edit, or review legal documents, including legislation, briefs, pleadings, appeals, wills, contracts, and real estate closing statements.
- Investigate facts and law of cases and search pertinent sources, such as public records and internet sources, to determine causes of action and to prepare cases.

Worth knowing: Legal deadlines can become rigid, and entry into established firms often requires completing an approved certificate course.

First step this week: Check your local community college course directory for an accredited paralegal certificate that fits within a short study timeframe.

Also called: Immigration Paralegal, Law Associate, Legal Analyst, Legal Assistant · [Details on O*NET OnLine](#)

Web Administrators

#5 match

Interests 94% Work style 62% Setting 89% Bright Outlook

Web administration centers on maintaining order, monitoring technical performance, and keeping digital environments stable. Your preference for working quietly at a computer matches the day-to-day focus on backups, user permissions, and basic troubleshooting. It offers an avenue into technology that draws on your methodical nature without requiring full-scale software engineering.

MEDIAN PAY (U.S.)

\$116,580/yr

median for all Computer Occupations, All Other

OUTLOOK 2025-2035

Faster than average

OPENINGS PER YEAR

27,000

TYPICAL EDUCATION

Bachelor's degree

What you'd do

- Monitor systems for intrusions or denial of service attacks, and report security breaches to appropriate personnel.
- Identify or document backup or recovery plans.
- Back up or modify applications and related data to provide for disaster recovery.

Worth knowing: You would need to learn server management concepts and web maintenance tools through self-guided study or a focused technical program.

First step this week: Explore introductory web maintenance and server administration learning paths available through your local public library's online resources.

Also called: Corporate Webmaster, Web Administrator, Web Content Coordinator, Web Content Manager · [Details on O*NET OnLine](#)

Medical Records Specialists

#6 match

Interests 91%

Work style 67%

Setting 86%

Bright Outlook

This role is a direct fit for your high Conventional interest and your comfort with healthcare administration. You spend your day reviewing medical charts, assigning accurate codes, and protecting patient information without the stress of managing walk-in complaints. It honors your preference for clear rules, systematic tasks, and independent desk work.

MEDIAN PAY (U.S.)

\$51,140/yr

OUTLOOK 2025-2035

Much faster than average

OPENINGS PER YEAR

14,000

TYPICAL EDUCATION

varies

What you'd do

- Protect the security of medical records to ensure that confidentiality is maintained.
- Review records for completeness, accuracy, and compliance with regulations.
- Scan patients' health records into electronic formats.

Worth knowing: Most employers require a formal medical coding credential before hiring, which means investing time into exam preparation.

First step this week: Search the American Health Information Management Association website to understand the curriculum and time commitment for entry-level coding credentials.

Also called: Coder, Health Information Clerk, Health Information Specialist, Health Information Technician (Health Information Tech) · [Details on O*NET OnLine](#)

More careers to explore

Claims Adjusters, Examiners, and Investigators

\$78,000/yr

Examines records, policy terms, and incident reports to make factual determinations in an office setting.

Decline

Title Examiners, Abstractors, and Searchers

\$58,650/yr

Focuses on searching public records and legal documents with quiet precision and minimal public disruption.

Slower than average

Web Developers Combines structured coding with visual layout, allowing you to solve technical problems behind a screen.	\$92,650/yr Average
Executive Secretaries and Executive Administrative Assistants Uses your proven administrative capability to handle schedules and reports for leadership rather than the general public.	\$76,590/yr Little or no change
Loan Officers Applies your skill with numbers and structured guidelines to evaluate applicant records and financial data.	\$76,690/yr Slower than average
Tax Preparers Relies on rule-based calculation, careful form review, and structured procedures for organizing client financial data.	\$54,920/yr Faster than average

Things to watch

Because you keep in the background and don't talk a lot, good work can go unnoticed — it may be worth deliberately telling managers what you've improved, as your no-show spreadsheet deserved.

Your preference for a steady pace and some say with support means highly ambiguous, fast-shifting roles or heavy unsupervised autonomy could feel uncomfortable; look for structure with room to grow.

With low Realistic and Artistic scores, hands-on or highly creative tasks may drain you — it's fine to choose the analyst path rather than forcing variety for its own sake.

Your 90-day plan

DAYS 1-30

Research and Compare Options

Narrow your focus to two target careers that build on your administrative strengths and reduce frontline friction.

1. Read detailed task breakdowns on O*NET OnLine for Health Information Technologists and Computer Systems Analysts.
2. Audit your current skills on your resume, emphasizing spreadsheet design, process improvement, and records management.
3. Draft a list of five questions about day-to-day duties and remote flexibility to ask people working in your target fields.
4. Set up a spreadsheet to track application requirements, training lengths, and credential costs for short training certificates.

DAYS 31-60

Build Skills and Connections

Start targeted skill practice and connect directly with someone working in one of your selected fields.

1. Complete an informational interview with a health information specialist or systems analyst found through a professional group or alumni directory.
2. Begin a self-paced introductory course in structured data handling, database basics, or medical coding through the public library.
3. Create a small sample project, such as an automated inventory or scheduling tracker, to test your interest in deeper data tasks.
4. Update your LinkedIn profile summary to highlight your organizational abilities, analytical problem solving, and interest in data systems.

DAYS 61-90

Prepare Applications and Plan Next Steps

Align your qualifications with real openings and decide on any short training commitment.

1. Evaluate whether to enroll in a short certificate course based on your research and informational interview feedback.
2. Tailor two versions of your resume toward health information and systems support roles, featuring your practical data project.
3. Identify three entry-level or junior openings that fit your desk-based work preference and submit tailored applications.
4. Review your progress to decide whether to continue self-study, complete formal training, or begin direct job interviews.

Dana, you have already proven that you can analyze a messy process and build a functional tool that solves a real operational problem. By shifting your workday toward structured data and clear systems, you can step away from daily conflicts and do work that rewards your careful, calm nature. Take the first step this week, and give your analytical side room to grow.

About this report. Careersona combines the work activities you rated (from the O*NET Interest Profiler), short personality statements from the public-domain International Personality Item Pool and your answers about work settings, then compares them with U.S. occupation data. It's a tool for exploring options, not a scientific diagnosis, and it can't promise any job, pay or outcome. Writing assistance by AI, based on your answers.

This product includes information from the O*NET Career Exploration Tools by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA). Used under the O*NET Tools Developer License. O*NET® is a trademark of USDOL/ETA. Careersona has modified all or some of this information. USDOL/ETA has not approved, endorsed, or tested these modifications. This product includes information from the O*NET 31.0 Database by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA). Used under the CC BY 4.0 license. O*NET® is a trademark of USDOL/ETA. Careersona has modified all or some of this information. USDOL/ETA has not approved, endorsed, or tested these modifications. Personality items come from the International Personality Item Pool (ipip.ori.org), which is in the public domain. Pay and outlook figures are U.S. Bureau of Labor Statistics data (Occupational Employment and Wage Statistics, May 2025; Employment Projections 2025-2035) as published on O*NET OnLine. [Modifications and disclaimers](#).

Report SAMPLE-P01 · careersona.com · support@careersona.com