# *Jennie R. Doty*

(402) 336-8871   ✉   in   ◯   upwork

## Software Development Technologies & Skills

- Languages, Frameworks, Libraries & Tools
  - **HL7**
  - Python 3, Flask
  - JavaScript, AJAX, React
  - SQL, PostgreSQL, Flask-SQLAlchemy
  - HTML, Jinja2 | CSS
- **Ubuntu Linux**
- OOP, APIs
- Healthcare IT
  - OrthoII Edge Cloud PMS
  - eClinicalWorks **EMR**, Laboratory Module
- Shell Scripting

## Software Engineering Fellowship @ Hackbright Academy

*Hackbright Academy is a 12-week, intensive Full-Stack Software Engineering bootcamp. It is a highly selective, rigorous program which produces women engineers equipped to be the next leaders in the Software Development industry.*

**Capstone Project**: Divining Rod

**Description**: A web app for RVers designed to help them locate common resources. Integrates the Google Maps APIs and includes locations for Drinking Water, Propane and Black Water Dump Stations.

**Tech Stack**: Python, AJAX, Flask-SQLAlchemy, Bootstrap

## Completed Education & Training

| | |
|---|---|
| **Python 3.0** *Prep Course* | Hackbright Academy |
| **Six Sigma Methodologies** *Master's Certificate* | Villanova University |
| **Microsoft Office Specialist Master** *Certificate* | Microsoft Corporation |
| **Literature** *Bachelor of Arts* | Kansas State University |
| **Amateur Radio** *Technician License* | Federal Communications Commission |

## Current Contract

Virtual **Technical Assistant, Data Analyst** — August, 2017 – Present
Confidential Orthodontics Software Development Client — San Francisco, California

- Consult and advise regarding general technical topics, programming/scripting, language & grammar.
- Provide **technical support for Orthodontic PMS** (Project Management System): OrthoII *Edge*.
- Implement, train, maintain and troubleshoot new electronic document service: *IntakeQ*.
- Develop several Google Sheets **spreadsheets with advanced formulae and scripting**.
- Create and manipulate schedules and schedule templates in OrthoII *Edge.*
- Provide reporting and **data analysis for process improvement**.
- Typeset and format files of all sorts: text documents, spreadsheets, forms.

## Past Pertinent Experience

### Virtual Assistant
**January, 2018 – May, 2020**

Bluewater Capital Partners — Sarasota, Florida

- Provided ad hoc clerical services such as research, legal writing, parcel map creation with Google Earth.

### Virtual **Research Assistant, Document Management Consultant**
**August, 2017 – January, 2019**

EMR Discovery — Denver, Colorado

- Researched for medical malpractice court cases.
- Provided Six Sigma (**6Σ**) consults.
- Assisted with the creation of an in-house database.

### Virtual **Technical Assistant**
**October, 2017 – August, 2018**

Pathway Strategies — Tampa, Florida

- Created and maintained custom spreadsheets in Excel, with intermediate to advanced formulae, for the purpose of sales modeling and activity tracking.

### Adjutant Instructor
**March, 2014 – August, 2015**

Northeast Community College — O'Neill, Nebraska

- Created and instructed the following courses:
  - Excel for Beginners, Intermediate and Advanced Users; G-Suite for Business; Computers for Newbies (A class geared toward senior citizens.)

### Project Manager
**September, 2011 – May, 2012**

Laboratory Corporation of America — Burlington, North Carolina

- Managed up to 30 concurrent projects implementing **eClinicalWorks** interfaces for bidirectional lab orders and results.
  - Organized and conducted **SCRUM** stand-ups with clients, vendors and LCA team members.
  - Monitored and directed overall project progress.
  - Estimated and forecast interface Go Live dates.
  - Performed Interface **Integration Testing**.
    - Utilized proprietary tool to pull **HL7** code and examine it for verification. Escalated to dev team as needed.
  - Handled troubleshooting calls from clients.
    - Utilized **HL7** to verify orders & results, and troubleshoot ordering and receiving issues.
    - If the error was at the end-user level, I would walk them through how to do whichever task they were attempting.
      - Utilized WebEx to illustrate to the client and provide step-by-step instruction.
      - Created custom "How To" quick reference sheets.
- **Team Leader & Trainer**
  - Supervisor for 3 team members, Mentored one team member
  - Trained new PMs.

- **Connectivity Change Specialist**
  - Supervised one team member; Coordinated a team of 5.
  - Conducted daily **SCRUM** stand-ups with vendor, developers, Vendor Analyst.
  - Delegated and supervised CC projects as necessary.
  - Coordinated production round-trip tests.

## Project Manager
February, 2009 – September, 2011

MEBS Global Reach
Washington, D.C.

- Project Coordinator, METRICS (MEBS Electronic Transportation & Inventory Control System)
  - Managed the **development of new inventory-tracking web app**.
    - Coordinated with stakeholders; Defined timelines; Organized and conducted dev calls.
    - Conducted and oversaw **UAT**; Created **wireframes**, report formatting/layouts, flowcharts and workflow templates.
    - Established **MOPs**, training curricula and presentation materials; Presented to clients involved in beta testing.
- Operations, Receiving Coordinator
  - Supervised the operations of the receiving department.
    - Prioritized projects and delegated to co-workers as necessary.
    - Created and maintained **MOPs, SOPs, flowcharts and org charts**.
    - Created and implemented new receiving processes.

## Emergency Medical Technician-Basic
May, 1999 – December, 2004

Marion County EMS
Hillsboro, Kansas

- Volunteered on the EMS Team for the City of Hillsboro
  - Provided Basic Life Support to patients.
  - Worked closely with team members and local law enforcement to manage critical and large-scale incidents.
  - Wrote and filed necessary paperwork.
  - Protected the privacy, confidence and dignity of all patients.