

Jeaninne MacDonnell

733 N Van Dorn Street · Alexandria, VA 22304
(586) 322-7500 · Jeaninney@gmail.com

INFORMATION SECURITY SPECIALIST

Innovative information services and technology security specialist with a passion and talent for recognizing security risks and working to resolve them quickly and efficiently.

WORK EXPERIENCE

The GW Medical Faculty Associates, Washington, DC

2015-2017, IS&T Security Coordinator

- Direct and execute onboarding and offboarding of more than 100 user accounts monthly.
- Collaborate with the Compliance Team to assure that request resolutions are HIPAA compliant.
- Work closely with the Allscripts Managed Services Team and Clearpath to resolve issues.
- Responsible for proper destruction of media containing Protected Health Information (PHI).

PROJECTS

- Maintained the ChangeGear ticketing software and developed forms within it.
- Developed a scorecard system to perform risk audits of remote practices.
- Served on a task force to improve the efficiency and security of the new employee onboarding process.
- Redesigned the Access Control form to improve onboarding efficiency.
- Assisted with project management and the collaboration of internal resources with contracted vendors.

The GW Medical Faculty Associates, Washington, DC

2015, IT Office Assistant

- Developed, implemented, and managed a team to upgrade more than 800 workstations from Windows 7 Professional to Windows 7 Enterprise to enable BitLocker encryption.
- Documented the process for imaging workstations and duplicating hard drives.
- Performed ticket resolutions and assisted with PC roll-outs.

All State Fastener, Roseville, MI

2008-2015, **IT Specialist**

- Installed, configured, and supported servers, computers, laptops, printers, office phones, cell phones and wireless barcode scanners for users locally and remotely.
- Set up, managed access, and terminated user accounts in Active Directory, Microsoft Exchange and Trax Enterprise Resource Planning software.
- Created a custom solution with Microsoft Excel to convert more than 35,000 part numbers for use in a new ERP software system. Eliminated more than 2,000 redundancies in the process. Created custom part builders using forms, macros and Visual Basic coding in Excel to make part building in the future user friendly.
- Documented processes for IT Department functions.

All State Fastener, Roseville, MI

2006-2008, **Accounts Payable/Receivable Associate**

- Used macros in Excel to shorten a daily process from 2 hours to 15 minutes.
- Changed many other processes to improve efficiency.
- Assisted coworkers with computer problems and improved spreadsheet templates.
- Matched vendor invoices to receipts and entered invoice information. Cut vendor checks weekly.

Pulte Homes, Royal Oak, MI

2000-2006, **House Information Analyst**

- Improved existing spreadsheets and created new spreadsheets for month-end reporting and general use.
- Assisted coworkers with computer problems.
- Developed and implemented improvements to the existing filing system.

EDUCATION

Baker College, Clinton Township, MI (2003-2005)
Associates Degree in Computer Information Systems