NATHAN J PLUMMER:

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A multidisciplinary life-long learner with vast experience in education, technology, documentation development, creative writing, and hospital administration and management. Seeking positions that require strong communication skills and value creative approaches.

</> SKILLS

EDUCATION	DIRECTOR WRITER DEVELOPER TEACHER INSTRUCTOR
PHOTOSHOP	PHOTOSHOP GIMP AFFINITY PHOTO CREATIVE CLOUD
TRAINING	MEDICAL RECORDS COMPUTER SYSTEMS AND IT COMMUNICATION
WEB DEVELOPMENT	HTML5 CSS JAVASCRIPT WORDPRESS NODE.JS LINUX
CUSTOMER SERVICE	FRONT DESK PHONES CONTACT COMMUNICATION
MANAGEMENT	SUPERVISOR LIAISON DEADLINES

▦ EMPLOYMENT

Program Director, Bov Academy of Programming   2017-03 — Present

Improved and simplified the student experience via enhancements to communication and documentation

- Lead Feedback Instructor for the following courses: Markdown, Command Line, Git, GitHub, and HTML for Beginners
- Wrote comprehensive course updates for several chapters, including: Introduction to CSS, Introduction to JavaScript, and Mastering JavaScript
- Developed interactive tools to improve students' course experience, allowing for immediate practice and hands on learning
- Provided proofreading, research, and formatting for publications and digital content
- Implemented improvements to orientation, program materials and developed student documentation
- Coordinated and updated social media content, including LinkedIn, Twitter, and Course Reports
- Lead WordPress coordinator: developed, edited, and published WordPress content, as well as ensured content met optimal technological standards for WordPress delivery
- Coordinated student scheduling and logistics for major events: i.e. Hackathons
- Developed a system to track both student progress and instructor feedback without the need for time-consuming audits
- Previous position held: Director of Student Affairs; Promoted December 2017

Administrative Assistant and Auditor, UHS Psychiatric Hospitals   2008-05 — 2017-05

Trained in numerous functions and departments allowing a birds-eye view of program functions and ensuring a continued optimized workflow during program changes and improvements

- Communication liaison for MDs, RNS, Administration, Medical Records, and Front Desk
- Developed improved documentation system for monitoring hospital compliance with JCAHO; officially recognized for significant improvements in compliance
- Provided as-needed support to hospital IT department including working independently during evenings
- Worked with HIPAA protected data and developed strategies for better privacy compliance
- Received multiple awards and recognitions, including Employee of the Month, Service Excellence Award, and De-Escalation Champion
- Successfully managed multiple, competing deadlines
- Other positions held: IT Assistant, Administrative Assistant, Mental Health Worker Supervisor, Mental Health Worker, Receptionist
- As receptionist: served as direct point of contact for incoming calls, answering queries directly or forwarding them to the correct department.
- Locations: Arbour HRI (Allston, MA); The Rockford Center (Newark, DE)

🎓 EDUCATION

Bov Academy, Front End Development
2016-11 — Present

- Non Degree Track: Front End Web Development
- Top 10% of class
- Hired as: Director of Student Affairs. Promoted to: Program Director

University of Massachusetts in Amherst, Film Sequel Studies/Psychology
2001-09 — 2005-06

- Bachelor's of Arts
- Dual Major Track
- Graduated Cum Laude

🧍 VOLUNTEER

Image Consultant, UNC School of Medicine
2018-03 — Present

Imaging support for the Department of Cell Biology and Physiology

- Captured environmental images for use in visual behavior experiment
- Using Photoshop and additional tools, developed dozens of image modifications under the request and supervision of Dr. Spencer Smith

Documentation Developer, Adobe Systems
2016-09 — Present

Provided documentation for installing Adobe Brackets in Ubuntu and Linux based systems

- Wrote Linux Installation Documentation on spec
- Accepted by Adobe and merged into the project as official documentation

Documentation Consultant, FFMPEG
2016-02 — Present

Volunteer consultation providing user friendly documentation

- Documentation consultant for the sofalizer filter
- Documentation updated for clarity based on my recommendations

✏️ WRITING

Image Compression for the Modern Web, Richard Bovell Publications
2017

A comprehensive guide to using the best open source tools to compress your page assets
https://blog.bovacademy.com/introduction-to-image-and-video-compression-for-the-modern-web/

dotValidator, Self published, GPL3
2017

Web development tool that simplifies adding real time user validation to HTML5 inputs. Includes detailed documentation
https://github.com/NathanJPlummer/dotValidator