

Practice & I.T. Manager Practice & I.T. Manager Practice & I.T. Manager Brunswick, OH Authorized to work in the US for any employer Work Experience Practice & I.T. Manager Wehbe D.M.D. & Associates, Inc. - Parma, OH February 2016 to Present Focusing on compliance issues within Federal, State, and Local regulations Developed and maintain radiology policies and procedures to maintain achievements Ohio Department of Health compliance Undergraduate Thesis - Complete annual self-assessments and audits for monitoring HIPAA Job Design: A Humanistic compliance Approach through Job Train staff annually and work with staff to update polices and keep Design Theories and documents current Catholic Social Teaching Enhancing accounting reports and Business Intelligence Insight Developing SQL queries to report data from the Practice Management Legal Research Letter of Technology Advisor St. Colette Catholic Church March 2015 to September 2017 Upgraded and rebuilt website for an interactive online presence (Squarespace) Completed a needs assessment with the parish staff to understand the requirements of the community (1500 family community) Website provides a vital communication tool for community to interact, gather information, and share news Integrated PDF viewing software for weekly bulletin distribution to the community Collaborate on a daily basis with P.R. Coordinator to maintain up-to-date information regarding parish events, news, and activities Provided on call support when needed to answer technical and administrative questions Analyzed Gift Shop functions and developed a plan of action through a needs assessment By analyzing the business workflow, a point-of-sale system was initiated within the minimal budget requirements that worked for the staff Maintained super-use access to software and cloud hosting technology Organized and provided training for staff that met their needs and skill level Developed a user manual and system documentation for cashier and management use Execute I.T. help desk support for the office staff and parishioners (on-call duties) Project Manager/Inside Sales Eagle Engineered Solutions Inc July 2014 to December 2015 Supported the sales team by providing research and quantitative analysis Provided technology skills to support outside sales and manufacturing operation CAD design (Spaceclaim by ANSYS) Assist with customer design changes prior to Additive Manufacturing (3D Printing) Assist operations with CAD Design for 3D

printed ceramic core inserts      Provided sales with sample product design      Trained other employees on using software to provide quick turnaround for customers      Developed standardized internal project workflow, tracking, and documentation with Excel Education Bachelor of Science in Operation & Supply Management University of Dayton, School of Business Skills QUANTITATIVE (1 year), DATABASE (Less than 1 year) Additional Information Microsoft Office, Compliance/Regulations, Business Process Analysis, Quantitative Analysis, IT/Database Systems, Project Management, Adobe Creative Suite

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