Jessica Rosinski

Software Engineer in St. Louis, MO

I am eager to solve problems that will continue to move the world and humanity forward. As a naturally-curious, neurodivergent person, I strive to meet everyone where they are and find solutions that emphasize inclusion, innovation, and efficiency.

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RELEVANT WORK EXPERIENCE

Executive Assistant — Jibby Von Jibberson, Jacksonville, FL (Remote)

November 2019 - November 2020

Oversaw all aspects of Anthony P. Rich's personal and professional life. Aided in the development of businesses from ideation to creation, including a lifestyle brand, eCommerce brands, and an education info-marketing brand.

- Created dozens of SOPs for easy replication and training for incoming staff
- Hired, trained, onboarded, and managed a team of 12 international virtual assistants

Chief of Staff — SeeThru Healthcare, New York, NY (Remote)

July 2017 - June 2019

Worked up to Co-Founder title from being Employee #1 at this early stage, pre-seed startup. No task too big; no job too small. Responsible for solving all day-to-day problems that may arise.

- Reviewed resumes, conducted interviews, on boarded, & trained 10+ new team members
- Created marketing materials, Facebook ads, and pitch decks
- Cultivated and maintained relationships with multiple advisors and potential investors
- Helped develop, implement, and maintain company culture ideals and standards

Administrative Practice Coordinator — Columbia University,

New York, NY

June 2015 - July 2017

Oversaw all aspects of Dr. Ronald A. Lehman, Jr.'s life, both personal & professional. Functioned as primary liaison for Dr. Lehman to senior level management across campuses & facilities worldwide.

- Reviewed resumes, on boarded, & trained 4 new administrative staff members
- Assisted with coordination of multiple departments & off-site vendors for 20 – 30+ surgical cases each month
- Managed patient expectations & needs to mitigate surgery cancellations & under-utilized O.R. time
- Primary contact for Procurement & Facilities departments resulting in $10,000+ savings in needed office furniture

EDUCATION

LaunchCode, Women+ Programming Course — 2022

SKILLS

PROGRAMMING LANGUAGES

- **Java**
- **JavaScript**
- **TypeScript**
- **HTML5/CSS3**
- **JSON**

FRAMEWORKS

- **Spring Boot**
- **AngularJS**

DATABASES

- **MySQL**
- **Microsoft Access**

TOOLS

- **RESTful API**
- **Git**
- **Terminal**

AWARDS

TechCrunch Disrupt DevPost Hackathon Finalist for group web-enabled platform to bring price transparency to healthcare, allowing patients to know exact cost prior to receiving care..

EXTENDED WORK EXPERIENCE

Outpatient Coordinator (Pediatric Neurosurgery/Neuro-Oncology) — Washington University School of Medicine, St. Louis, MO (Hybrid)

August 2021 - Present

Point person for all Neuro-oncology patients within the Pediatric Neurosurgery Department.
- Assist families by coordinating any necessary referrals and imaging requests as well as scheduling all appointments across many specialties.
- Coordinate and schedule surgeries, often urgent, between multiple specialties utilizing OR time at multiple facilities.

Unit Secretary (Emergency Department) — Barnes-Jewish Hospital, St. Louis, MO

November 2020 - August 2021

- Provided administrative support to the Emergency Department and COVID vaccination clinics.

Client Specialist — Express Writers, Austin, TX (Remote)

June 2019 - November 2019

- Implement quality communication, customer support, and product representation for each client
- Consult with customers to analyze business requirements and convert requirements into product and service support solutions

Academic Coordinator (Orthopaedic Surgery) — Washington University School of Medicine, St. Louis, MO

July 2014 - June 2015

Oversaw all aspects of Dr. Ronald A. Lehman, Jr. and Dr. Michael P. Kelly's lives, both personal and professional. Provided exemplary support to both surgeons and their teams of nurses, medical assistants, research coordinators, residents, and fellows to alleviate unnecessary stress and facilitate the management of daily operations.
- Created PowerPoint presentations for internal weekly and monthly surgical case conferences
- Prepared requisitions, purchase orders, and check requests
- Organized extensive travel arrangements: including lodging, flights, visas, passports, and expense reports
- Created & maintained filing system for numerous society memberships, certifications, & licensures to ensure 100% compliance & accuracy

Patient/IT Coordinator — Creve Coeur Dental, St. Louis, MO

September 2012 - July 2014

Accountable for the acquisition and retention of patients. Maintained and serviced numerous workstations, printers, and servers. Responsible for organization & coordination of office operations, procedures & resources.
- Facilitate payroll entries, time off request, & scheduling of multiple doctors, hygienists, and assistants for emergency hours and specialized services
- Create job postings, review resumes, schedule interviews, conduct interviews, and onboard new employees
- Created & maintained database to reduce waste and over-spending of office and clinical supply inventory
- Managed transition from traditional phone system to Voice Over IP phone system & opening of second office location