Jennifer G. Renken

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Education:
The George Washington University, Washington DC
Bachelor of Art/ Art History, May 2006

Work Experience:

GW Coding Bootcamp

NCARB, Washington, DC: Quality Assurance Analyst II (July 2014-present)

● Partners with the Business Analyst and UX Designer to ensure software meets the business requirements and is intuitive and easy to use
● Runs end-to-end system tests to ensure all software is functioning properly as new features and enhancements are added
● Documents defects using GitHub and follows up with developers to ensure they have been addressed
● Develops and delivers training to appropriate stakeholders for new systems or features
● Maintains the release notes and keeps company informed of each release
● Participates in sketching sessions and usability testing to help shape the direction of new features/systems
● Tests mobile applications for both IOS and Android platforms

Skills: GitHub, Slack, Test Flight, Mandrill, MailChimp, ZenDesk, Browser Stack, TeamCity, InVision, Certified Agile Scrum Master

NCARB, Washington, DC: Quality Assurance Analyst I (July 2012-July 2014)

● Identified unique test scenarios, created test cases and test users
● Executed integration and system test cases and test scripts
● Maintained list of defects by providing detailed instructions of how to replicate errors, including screenshots, and data specifications
● Collaborated with developers to ensure defects were addressed
● Participated in all Agile Scrum ceremonies including standup, planning, and retrospectives

NCARB, Washington, DC: Jr Accountant (January 2009- July 2012)

● Checked and kept track of employees' time cards and coding
● Maintained employee leave records
● Processed bi-weekly payroll
● Calculated and remitted employees' 401K contributions
● Reported monthly investment reconciliation
● Maintained and updated employee information essential to payroll
● Prepared and distributed yearly employee benefits summary

SOCMA, Washington, DC: Assistant Manager, Meetings (March 2006- January 2009)

- Served as TIMSS database administrator- responsible for general database maintenance, creating events, creating invoices, updating demographic information, creating new users, training of new staff users, troubleshooting staff issues
- Fielded questions from members regarding attending events/exhibiting/technical assistance
- Built and maintained Cvent registration website for each event
- Designed event promotion material including programs, signs, brochures and registration packets
- Assisted Information Technology department with fielding staff questions and troubleshooting computer/network problems
- Set up and assisted staff with A\V equipment used for meetings
- Acted as backup network administrator