



**Revision** 1.0  
**Effective** 9/18/2021

**Document Title** Douglas Omaha Geographic Information System (DOGIS)  
**Document Number** SOP-002



# Kendra Johng

## Technical Writing Portfolio

**Last Updated:** March 2023

### Introduction:

Hi! I'm Kendra (Dadisman) Johng, a creative and experienced technical writer, dedicated to developing fundamental policies and procedures for clients of various industries such as technology, manufacturing, safety, pharmaceutical, health insurance, medical devices, digital marketing, etc.

Currently, I am a consultant to the U.S. Environmental Protection Agency (EPA) with Systalex Corporation, supporting various drinking water applications. When managing project deliverables and tracking project metrics, I focus on continuous process improvement, compliance with internal/external standards and regulations, and effectively identifying and mitigating risks. Communicating and collaborating with clients, project managers, product owners, Subject Matter Experts (SMEs), database analysts, cloud architects, developers, and testers is imperative when creating quality documentation throughout the entire development life cycle.

Please refer to my LinkedIn profile for a more comprehensive list of responsibilities regarding my professional experience. When I'm not staring intensely at three monitors to collaborate with teams or review and edit documents, you'll find me outside skateboarding, or drawing with my iPad at a coffee shop. I look forward to working with you!

**Professional Experience:** 6+ years

**Education:** University of Arizona |  
Bachelor's Degree in Public Health

### LinkedIn:

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### Certifications:

- DHS Trusted Tester | Department of Homeland Security OAST | ID: TT-2302-03961 | 2023
- Authoring Accessible Documents Certification | Office of Accessible Systems & Technology (OAST) | 2022
  - Microsoft Office Word Documents, Microsoft Excel Documents, Microsoft Office PowerPoint Documents, PDF Documents
- Six Sigma Green Belt | Villanova | 2021
- Associate Safety Professional | BCSP | ID: ASP-32138 | 2020 – 2023
  - Certification expired; I elected to stop paying the annual ASP certification renewal fee since I am no longer working in the field of Environmental Health and Safety



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# Douglas Omaha Geographic Information System

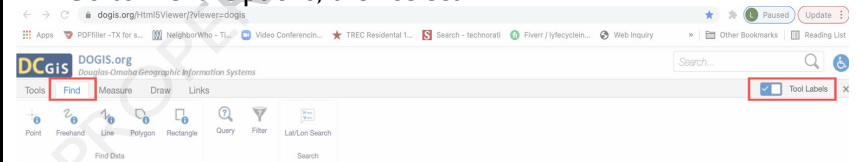
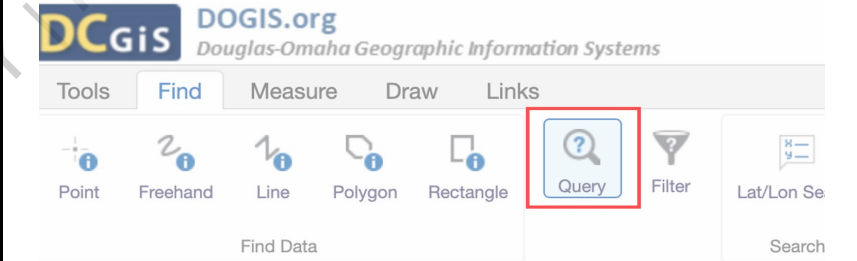
## Virtual Assistant Pre-Foreclosure Data Entry

### Section A. Objective and Scope

Objective	The purpose of this SOP is to provide the steps for Virtual Assistants to compile a criteria list (Douglas Omaha Geographic Information System) via <a href="https://www.dogis.org/">https://www.dogis.org/</a> .
Scope	This process applies to all Virtual Assistants gathering DOGIS data for Nebraska.

### Section B. Procedure

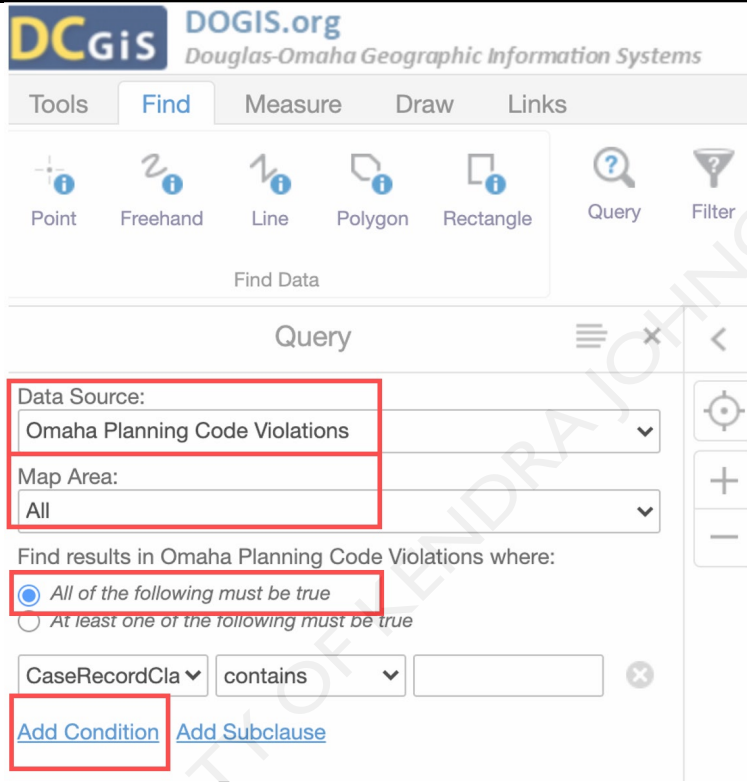
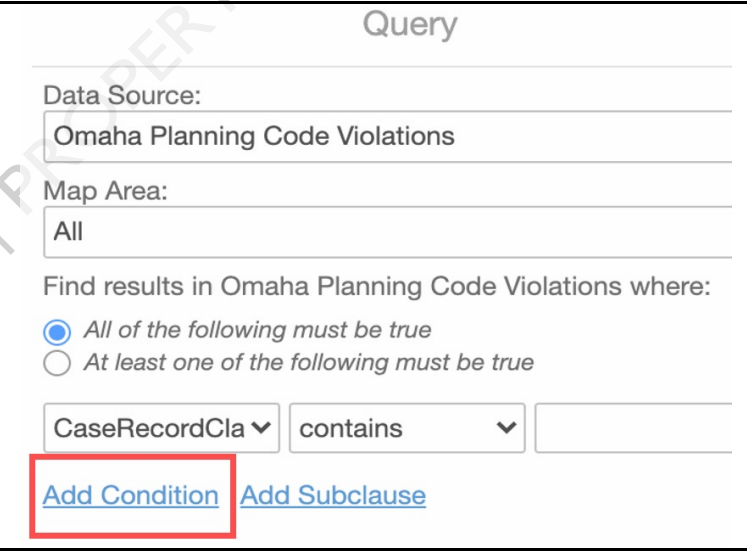
Follow the steps below to search for Pre-Foreclosure and to enter the applicable data into a spreadsheet.

#	Step	Action
1	Navigate to the website	<a href="https://www.dogis.org/">https://www.dogis.org/</a>
2	Turn on "Tool Labels" button and select "Find"	<ul style="list-style-type: none"><li>Click the "Tool Labels" button to turn that feature on</li><li>Go to Menu Options, then select "Find"</li></ul> 
3	Select the "Query" button	
4	Select the following Query options	<ul style="list-style-type: none"><li><b>Data Source:</b> Select "Omaha Planning Code Violations"</li><li><b>Map Area:</b> Select "ALL"</li><li><b>Select</b> 'All of the following must be true'</li></ul>



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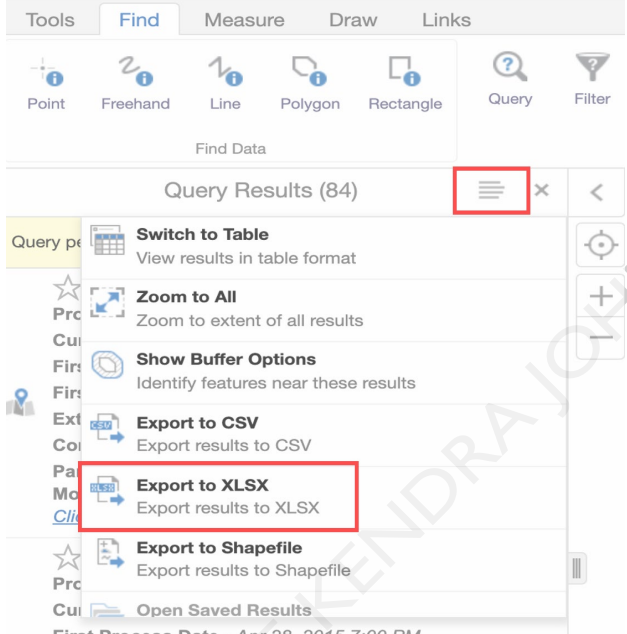
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5	Select "Add Condition"	
6	Apply the following conditions	<ul style="list-style-type: none"><li>• <b>Vacant_Reason:</b> contains 'Imminent Danger'</li><li>• <b>Vacant:</b> contains 'YES'</li><li>• <b>StatusCurrent:</b> contains 'In Violation'</li><li>• <b>StatusCurrentMapped:</b> contains 'Active Violation'</li></ul>
7	Export to XLSX	<ul style="list-style-type: none"><li>• Select the hamburger icon in the upper right corner</li><li>• Then select "Export to XLSX"</li></ul>



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8	Email the completed spreadsheet	E-mail the completed spreadsheet to [Redacted]

## Section C. Revision History

Revision	Revision Date	Author	Description of Changes
1.0	9/18/2021	Kendra Johng	New document written for virtual assistants to obtain DOGIS data and perform data entry.