Jonathan Dotson

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**Objective:** To utilize my strong technical skills, degree in I.T. Management, and CompTIA A+ certification in order to transition to a career in I.T.

# Education

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| **B.A. Psychology – June 2012** | **A.S. IT Management – December 2022** |
| UC Davis, Davis, California | San Diego City College, San Diego, California |

# Certifications

**CompTIA A+ – June 2022 Six Sigma Yellow Belt – October 2022**

# Work Experience

**Sharp Healthcare | Sharp Mesa Vista Hospital**

Unit Clerk / Mental Health Associate (Child and Adolescent Unit) | January 2018 - Present

* Responsible for maintaining supply baselines, organizing unit materials, and updating daily progress logs
* Serve as first point of contact for patients and families, as well as liaison between families and clinicians
* Communicate with families, clinical staff, and outside agencies via phone, email, and in-person
* Ensure proper data entry and securement of protected health information (PHI) and PII
* Document patient progress extensively through Cerner EMR
* Use Microsoft Office software (Word, Excel, Outlook, Teams) for documentation and communication
* Train staff in new technology applications as a super-user (CareAware, Ansos, ObservSmart, EPIC)
* Submit tickets and coordinate with Plant Ops and Technical Assistance Center to minimize unit issues

**Heilongjiang Education Centre for International Exchange**

Foreign Language Instructor | August 2015 – July 2017

* Taught English and Spanish classes at two high schools in Heilongjiang Province, China
* Prepared and administered daily lesson plans for students of senior grades 1-3 (15-18 years old)
* Counseled, advised, and tutored college-bound students
* Planned and built individualized educational plans for students, working with families and local teachers
* Trained and supervised local language-arts teachers

**New Alternatives, Inc. | San Pasqual Academy**

Childcare Worker (House Lead) | September 2013 – July 2015

* Provided residential support along with daily counseling to socially and emotionally disturbed teenagers
* Aided students with college preparation and completing ADLs
* Drafted and compiled daily client activity logs, shift reports, and special incident reports
* Administered and inventoried student medications

**New Alternatives, Inc. | Herrick Children’s Center**

Childcare Worker | August 2012 – September 2013

* Provided residential support for socially and emotionally disturbed foster children
* Supervised court-ordered guardian visitation sessions
* Prepared and supervised daily recreational and educational activities
* Drafted and compiled daily client activity logs, shift reports, and special incident reports
* Coordinated case planning with assigned county and program social workers

# Volunteer Experience

**San Diego Chinese New Year Fair**

Volunteer Event Staff – February 2018, February 2019

* Assembled and disassembled vendor and display booths, staffed the information booth, created stage decorations and props, and escorted guests of honor on- and off-stage.

**Fundación En Vía**

Volunteer English Teacher – August 2014 - October 2014

* Taught English classes at no cost to Spanish and Zapotec speakers of all ages in the villages of Teotitlan del Valle and San Jerónimo Tlacochahuaya, in Oaxaca, Mexico. A fantastic experience and a fantastic organization, created to boost economic development through microfinancing and education in the Mexican state of Oaxaca.

**UC Davis MIND Institute**

Research Assistant – September 2011 - March 2012

* Transcribed WASI tests administered to children with Autism Spectrum Disorder and control groups. I also helped to create and maintain our database of the administered tests.