

# Brandon Kiefer

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<https://www.brandonkiefer.net>

Berkeley, CA

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## SKILLS

**Languages** | JavaScript, Python, Java, PHP, TypeScript, HTML5, CSS, XML, XHTML

**Libraries and Frameworks** | React.js, Node.js, Express.js, jQuery, EJS, Django, Mongoose

**Database** | MongoDB, PostgreSQL, SQL

**Design** | Adobe Photoshop, Illustrator, InDesign, Animate, ImageReady, Light Room, and other Creative Cloud software

**Other** | Visual Studio, IntelliJ, RESTful APIs, JSON, Git, Docker, Github, Heroku, AJAX, MAC OS, Linux, Microsoft Windows

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## PROFESSIONAL EXPERIENCE

### Cohort Instructional Leader | Code the Dream | (Remote)

(02/2023 - present)

- Serve as a technical and practical resource for students learning React.js and web development as well as providing additional resources as necessary to mentors; evaluating and providing course curriculum feedback to organization
- Manage and update Airtable spreadsheet to track progress of student and mentor activity throughout
- Host weekly group study sessions and manage calendar for 1:1 appointments with students.
- Review and provide feedback on course projects and other assignments pertaining to functions, AJAX, APIs, and more.

### Treatment Coordinator | San Francisco Dental Partners | San Francisco, CA

(10/2020 - 05/2024)

- Data entry for new/existing patient information, dental insurance, and accurately chart-prepping appointments for the following day's schedule.
- Managing patient communications via phone, SMS text, email, and website portal to schedule appointments as well as address their needs and questions.
- Creating technical documents regarding office procedures and techniques in Dentrix software to train future front office employees.
- Organizing new work flows based around Dentrix that improved efficiency for colleagues and benefiting patients as well as troubleshooting various hardware, software, and IT problems as they arise in the practice.

### Front Office Coordinator | Mission Terrace Dental | San Francisco, CA

(10/2017 - 10/2020)

- Administrated the doctor's daily schedule in Open Dental software with emphasis on time-management leading to consecutive increase in annual revenue production for the practice.
- Created technical documentation "How-to" tutorials for Open Dental software pertaining to various technical processes and procedures of the office
- Responsible for other administrative duties including coordinating treatment reports, auditing/ processing claims from insurance, ordering office supplies, and troubleshooting IT issues as needed.
- Orchestrated monthly staff meetings for analysis of previous month's production reports.
- Other duties include taking x-rays, assisting doctors chair-side, seating patients, routing mail, and more.

### Photo Editor | Barksdale School Portraits | Aston, PA

(08/2013 - 01/2017)

- Cultivated techniques for automating touch-ups to digital photography.
- Provided Photoshop expertise for manual photo editing.
- Updated job status on projects and in client database.
- Supervised printing services through paper and ink inventory control as well as printer calibration.
- Responsible for quality control and customer experience.

### Teaching Assistant | Teaching Assistant Program in France | Angoulême, France

(08/2014 - 04/2015)

- Created course syllabus for tutoring English language to French elementary and middle school students.
- Developed weekly lessons and exercises that emphasized active learning in vocabulary, pronunciation and conjugation.
- Cultural ambassador for special events.

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## EDUCATION

**Software Engineering Immersive | General Assembly | Remote** (05/2022)

Full-stack software engineering immersive — graduated after an intensive, twelve-week, 450+ hour program focused on product software development fundamentals, object-oriented programming, MVC frameworks, data modeling, and team collaboration strategies. Developed a portfolio of individual and group projects.

**Bachelor of Arts (French and Studio Art) | University of South Alabama | Mobile, AL** (05/2013)

Graduated in 2013 with double-major in French Language & Literature and Studio Art

**Study Abroad | Université Paul Valéry | Montpellier, France** (2012)

Spring semester of study abroad with courses focused on French language, culture, and history

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## CERTIFICATIONS & AWARDS

**Full-Stack Software Engineering Certification (2022)**

**EFDA Radiation Safety Certification (2018)**

[Benjamin A. Gilman International Scholarship](#) (Spring 2012)

**Dean's list, U. of South Alabama (2009, 2010, 2011, and 2012)**

**Phi Sigma Iota Honor Society (2013)**