

MALINA BLOTZ

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OBJECTIVE

To advance my education and skills to make a positive impact on the world.

EDUCATION

Southern New Hampshire University – Manchester, NH – Master of Science, Data Analytics (Expected Sept 2023)

- Current GPA: 4.00/4.00

Montana Tech – Butte, MT – Bachelor of Science, Healthcare Informatics (Dec 2016)

- Major GPA: 3.68/4.00
- Focus in IT

SKILLS & ABILITIES

- Strong knowledge of Windows operating systems and Windows server management
- Excellent communication skills, both in writing and orally
- Strong interpersonal communication skills and heightened emotional intelligence
- Solid organization skills
- Experience and general knowledge of gas, electricity, and water utility operations
- Self-starter with a passion for learning
- Proficient with SQL database reporting – SELECT statements and workbench reporting

EXPERIENCE

Technologist, NorthWestern Energy

June 2020 – Current

Butte, MT

- Work with a team of professionals to implement and support an Advanced Metering Infrastructure project
- Admin of several Advance Metering Infrastructure (AMI) applications
- Perform utility system mitigation efforts by troubleshooting meter communication issues
- Query relational databases to perform data mining and statistical analysis
- Oversee and perform major system upgrades and installations
- Coordinate and execute AMI – related tasks to complete major project objectives while meeting deadlines

EXPERIENCE CONTINUED

Office Manager, New Horizon Technologies Energy Services

December 2017 – June 2020

Butte, MT

- Work with a team of energy engineers and data analysts to procure and uphold utility monitoring projects
- Verify utility consumption data during system transitions
- Launched and maintain Microsoft 365 service including Exchange, SharePoint, Flow, & Teams
- Collect and analyze utility consumption data and present to senior staff
- Oversee and perform virtually all administrative tasks such as payroll, AP, AR, and HR functions
- Designed and updated company website

Health Informatics Support Specialist, A.W.A.R.E., Inc.

October 2015 – October 2017

Anaconda, MT

- Administered and maintained an EMR system (Evolv) with over 200 users
- Acted as a liaison between the IT department and physicians
- Provided technical support to end-users in person, via phone, email, and with help desk tickets
- Created database SQL reports using Microsoft SSRS and EMR workbench reporting
- Designed and updated EMR manuals for end-users
- Implemented a streamlined process for EMR report requests
- Worked with EMR vendor Evolv to troubleshoot system issues

Quality Improvement Intern, St. James Healthcare

May 2014 – August 2014

Butte, MT

- Researched and helped implement Joint Commission's accreditation requirements
- Worked with a variety of administrative and direct care staff to implement workflow changes
- Became familiar with Epic EHR and workbench reporting

Clinical Informatics Intern, Rocky Mountain Clinic

April 2013 – August 2013

Butte, MT

- Aided in the implementation of the EHR system Epic
- Performed workflow analysis relating to EHR implementation
- Trained end-users on the Epic system