

**Program Support Services (PSS)  
Personnel Resume**

**Gillian Schuneman**

107 Cayuga Heights Road, Apt 3  
Ithaca, NY 14850

**PSS LC: Analyst**

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**Background**

Ms. Schuneman is an accomplished professional with over three years of professional experience as an analyst supporting the FAA and an intern both in research labs and working with the Federal Emergency Management Agency (FEMA). She now supports the Federal Aviation Administration (FAA) through her database and dashboard work at Cobec.

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**Work History and Professional Accomplishments**

<b>Analyst</b>	Cobec Consulting Inc.	May 2018 - Present 2 Yrs, 7 Mos
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DESCRIPTION Optimizing the data management of programs by engineering databases to replace Excel systems; integrating automation of updates in SQL to ensure quality and save employee time. Connecting databases to Tableau to recreate weekly updates for clients that feature live-time information and include filters for ease of use to aid in business decisions

<b>Building Manager</b>	James Madison University	August 2017 – May 2019 1 Yrs, 9 Mos
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DESCRIPTION Leading event services assistants in readying rooms for reserved events. Managing customer data to ensure no overlap of reservations and that all services requested for events are provided. Processing and organizing paperwork for event registration. Assisting clients during events, ensuring the success of their event and following up with them to improve future reservations.

<b>Data Analyst Intern</b>	Federal Emergency Management Agency (FEMA)	May 2017 – July 2017 0 Yrs, 3 Mos
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DESCRIPTION Conducted research for the agency, analyzing big data to discover relationships between the Center for Disease Control's (CDC) Social Vulnerability Index and FEMA's Individuals and Housing Program. Gained experience programming in R and implementing the Shiny package to create informational dashboards of my research for bi-weekly reports.

<b>Research Assistant</b>	James Madison University Department of Physics	May 2016 – July 2016 0 Yrs, 3 Mos
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DESCRIPTION Trained on and worked with instruments including the Edwards AUTO 500 Magnetron Sputtering System, a profilometer, photolithography equipment, and a laser cutter.

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Maintained a laboratory notebook on all experiments conducted. Presented research findings in a poster at the JMU Summer Symposium (available on my LinkedIn).

<b>Education</b>		
Bachelor of Science in Statistics	James Madison University	May 2019
<b>Professional Certifications</b>		

I, Gillian Schuneman, do attest that the above information is true and complete.

Signature:



Date: 12/8/20