# CAROLYN SHAFFER

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## SUMMARY

With a deep interest in and passion for all aspects of quality and reliable data analysis, my skills and experiences cover a range of processes from data cleaning to data visualization for the purpose of making informed and virtuous decisions and policies.

## TECHNICAL SKILLS

**Tools:**  Python Pandas, PostgreSQL, Windows command prompt, Jupyter Notebook, RStudio, VS Code, Anaconda Navigator, AWE cloud data storage, Tableau Public, Excel 365
**Skills:** Communication, technical writing and editing, organization, analysis, data visualization, time and budget management, leadership, metadata, understanding and adherence to technical standards and policies

## PROJECTS

**World Weather Analysis** | **Link to GitHub**
[https://github.com/CaroShaf/World_Weather_Analysis]
- Weather analysis for MyTrip app for travel destinations based on user wx parameters
- Creation of lat/long database, demonstration of API call and mapping of results
- Python 3.7.9, Pandas library, Jupyter Notebook, Conda Python environment, Excel 365 (to view CSV files), CitiPy, Numpy, Matplotlib, openweathermap API, Google maps and places (gmaps), and Directions APIs, Requests library

**MechaCar Statistical Analysis** | **Link to GitHub**
[https://github.com/CaroShaf/MechaCar_Statistical_Analysis]
- Statistical analysis of suspension coils, study design for competitive comparisons
- R coding, statistical analysis, technical reporting
- R / RScript

**Bike Sharing** | **Link to Tableau Public**
[https://public.tableau.com/profile/carolyn.shaffer#!/vizhome/DMStory/DMStory]
- Analysis of bike sharing data in NYC, proposal of bike sharing project in Des Moines, IA
- Cleaning data, data visualization presentation
- Python 3.7.9, Pandas library, Tableau Public

## EXPERIENCE

**Library Director**                                                                          2007-2021
**Black Earth Public Library**                                                    Black Earth, WI
Executive director working with Library Board and Village Board
*Key Accomplishments:*
- Created and archived accurate, clear and timely digital monthly reports in accordance with legal requirements
- Managed and implemented all phases of cataloging of library materials
- Troubleshooter and maintainer of all IT devices from laptops to photocopiers
- Scheduler and facilitator of monthly objectives-based board meetings and staff meetings
- Collected data, analysis and reporting on all aspects of services and operations

**Court Clerk**                                                                    2017-2021
**Joint Municipal Court of Black Earth & Mazomanie**              Black Earth, WI
Solely responsible for creating and archiving all court correspondence and records including:
- financial records for payment of fines
- court dockets for scheduling court and trial appearances of defendants, prosecution, attorneys, police officers and witnesses
- reporting adjudications and payment of fines to other government agencies

*Key Accomplishments:*
- provided accurate and timely information to the Judge
- Optimized productivity by migrating to new court software
- Reduced staff hourly wage costs by half
- Training new staff in new software and procedures

**Archivist (Volunteer)**                                                              2017-
present
**Black Earth Historical Society**                                            Black Earth, WI
Working with other volunteers, create and keep records of gifts and objects in archives/museum
*Key Accomplishments:*
- Prepared materials and created metadata and archival copies of digital resources for national database, Recollection Wisconsin (Digital Public Library of America (DPLA)) https://recollectionwisconsin.org/institutions/black-earth-historical-society

## OTHER RELEVANT EXPERIENCES

**Trace Research Center and Wendt Engineering Library (University of Wisconsin-Madison)** 6 years experience **-** Technical writing, document control functions, web accessibility, instructor of undergraduate technical literature course, reference services, direct support with contracts to CEO

## EDUCATION

**Data Bootcamp Certificate: University of Wisconsin-Extended Campus, Madison, WI (2021)** A 24-week intensive program focused on gaining technical programming skills in Excel, VBA, Python, R, JavaScript, SQL Databases, Tableau, Big Data, and Machine Learning

**Coursera Certificate: University of Illinois, Urbana-Champaign, IL (2020)**
Race and Cultural Diversity in American Life and History

**Bachelor of Fine Arts (BFA in Illustration): Milwaukee Institute of Art & Design,**
 Milwaukee, WI

**Master of Library and Information Science (MLIS): University of Illinois,**
Urbana-Champaign, IL

**Master of Science in Electrical Engineering (MSEE): University of Illinois,**
Urbana-Champaign, IL

**Bachelor of Science in Electrical Engineering (BSEE): University of Illinois,**
Urbana-Champaign, IL