

## JACQUELINE A. MARQUEZ

San Mateo, CA

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### VOLUNTEER AND COMMUNITY SERVICE

Noisebridge Hackerspace, San Francisco  
Algorithms workshop  
April 2018 to present

Girls in Tech, San Francisco  
April 2018 to present

### PROGRAMMING

- C++
- CSS
- HTML
- Java
- Python

### ADDITIONAL SKILLS

- Access
- Administration
- Customer Service
- Data Entry and Editing
- Detail Orientation
- Excel
- GIS
- Google Calendar
- Google Docs/Drive
- Office 365
- Organization
- Oracle
- Salesforce
- Tableau

### EDUCATION

California State University, Chico, CA  
Full Stack Software Developer Certification

Concurrent Feb 2020 - Sep 2021

Southern New Hampshire University, NH  
Bachelor of Science, Computer Science  
Concentration: Data Analysis

Concurrent July 2020 - August 2024

University of Colorado, Boulder, CO  
(completed 30 credit hours Programming C++ /Java/Python, 25 Credit hours Mathematics)

May 2018 - May 2020

First aid, AED, and CPR cc

August 2019

Colorado State University, Fort Collins, CO

May 2015

Bachelor of Science, Ecology  
(30 credit hours of coursework within the Soil Science and Biology, GIS Mapping coursework, and 12 credit hours in Spanish Language)

### WORK EXPERIENCE

Pharmaceutical Data Administrator

August 2020 - Present

The Pill Club, San Carlos, CA, 40 hours per week

- Compiled and gathered and processed data for entering databases, relating to purchase orders, vendor payments, invoices, and customer balances.
- Entered patient data with medical history in EPS database and retrieved patient data from the database for billing purposes.
- Handled data processing operation relating to specific or multiple projects including technical difficulties and administrative tasks and functions.

Economist Research Assistant

February 2020 – August 2020

Dr. Patrick F. Mason, Forensic Economist, Remote, Part-time

- Produced economic damages reports and Excel spreadsheets/models using records, documents, data, and economic statistics reference sources to support economic damage calculations.
- Assisted in critical assessment of the calculations, methods, and opinions of opposing forensic economics experts.
- Corresponded with attorneys, paralegal and legal secretaries to request documents, arrange for disclosure of reports, deposition, and trial dates.
- Set up and maintained case files and tracked case work schedules and deadlines.

Service Operations Administrator

June 2019 - February 2020

SCIEX (Danaher), Redwood Shores, CA, 40 hours per week

- Worked a critical role as a mediator between field engineer staff, customer care department, and the sales department on instrument installation, training, and part ordering.
- Was responsible for data input and quality control of our various business systems (e.g. Oracle R12/SMAX).
- Generated daily reports, logged Daily metrics, and trained newer employees.

In-Flight Safety Officer

October 2015 - April 2019

United Airlines, San Francisco CA, 80 hours flight time per month

- Worked in emergency situations and high stress environments including security threats, Health risks, flight turbulence, etc,
- Ensuring safety compliance and checks of operating equipment to Federal Aviation Administration regulations, and standard operating procedures.
- Worked in a time sensitive role with some team management responsibility

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## RESEARCH EXPERIENCE

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### **Celebrate Undergraduate Research and Creativity showcase**

**April 2015**

Conducted and presented project based on collective research reports of data comparisons on crop yield responses to biochar.

### **Ecosystem Field Studies Summer Program**

**May 2014 - August 2014**

Conducted and presented undergraduate research project analyzing data comparisons between carbon, nitrogen, and potassium levels between mulch, burned and regular soil samples.

### **Research Fellowship Recipient**

**October 2013 - May 2014**

Sustainable Bioenergy Department, CSU, the Paustian Group

Aided development of Python data model related to nitrogen responses in switchgrass, and Miscanthus in a graduate project.

### **Front Range Student Ecology Symposium**

**February 2013**

Conducted and presented small-scale research project on warm water sloughs in the South Platte. Used GIS technology and conducted Aerial survey.

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## ADDITIONAL WORK EXPERIENCE

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### **Graduate Biology and Chemistry Tutor**

**June 2017 - August 2017**

Skyline College, San Bruno CA, 40 hours per month

- Was solely in charge of tutoring for Skyline College Biology and Chemistry courses.
- Worked with students of all levels of coursework in one on one tutoring appointments.
- Since standing in for the Science and Business department, occasionally tutored students from other courses such as Economics or Physics.

### **Scientist**

**May 2015 - October 2015**

Trillium Botanical and Ecological Services LLC, Wyoming area, 35 hours per week

- Entered data using survey and identification techniques and GIS, for various sites.
- Worked in conditions with long periods of travel and a team-oriented schedule on remote sites throughout Wyoming.
- Information collected played a vital role in the management of federal organizations such as the BLM and NRCS.

### **Survey and Data Analyst Intern**

**May 2013 - May 2015**

USDA, Natural Resource Conservation Service, Fort Collins Colorado, 20 hours per week

- Entered, merged, and organized soils data into Access pedon database.
- Trained new students in Access and office procedures.
- Learned under professional management as well as worked independently for specific projects.

### **GIS Mapper and Ecology Data Assistant Intern**

**May 2012 - May 2013**

The Natural Heritage Program of Colorado, Fort Collins Colorado, 20 hours per week

- Performed computer database design and development with accurate and consistent Arc GIS application.
- Assisted development of data models for Colorado ecological data to enable detailed description leading to integrated management and delivery of complex plot-based ecological information.

### **Leasing Assistant**

**March 2012 - May 2012**

Landmark Apartments, Summit Management services, Fort Collins, CO

- Maintained and updated resident, leasing, and property information on Outlook and Yardi property systems
- Administered apartment tours, for interested clients
- Maintained a professional and clean office appearance and answered phone call inquiries.

### **Records Office Assistant**

**March 2011 - May 2012**

Colorado State University Human Resources, Fort Collins, CO

- Entered, periodically reviewed, and updated official personnel files and PDQ.
- Handled filing and file clean-up for office staff.