

Endy Zarate

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Education

Willamette University, Salem, OR
Masters of Data Science

Expected Graduation Rate: December 2025

Willamette University, Salem, OR
Bachelor of Arts, Economics

August 2015 - May 2019

Skills

Programming Languages: R, Python

Database: SQL

Others: Microsoft Office Programs

Work Experience

Upward Bound Advisor, Chemeketa Community College, Salem, OR December 2022 – Present

- Planned workshops and lesson plans for high school students on maintaining academic standing and the college process.
- Applied several strategies to recruit low-income, first generation students to the Upward Bound program..
- Maintained a database with student information and school progress.
- Completed priority trainings on various topics ranging from student retention and financial aid.
- Organized and coordinated college visits and tours for high school students.
- Attained tutor certification by completing over 50 tutoring hours with struggling students in math.

Data Specialist, Family Promise of the Mid-Willamette Valley, Salem, OR May 2021 – December 2022

- Answered calls and referred homeless families to appropriate resources.
- Collaborated with the shelter team to bring in new families into the program.
- Worked with Spanish-speaking families on housing resources and case management.
- Analyzed homeless trends and created reports for grants.
- Certified in the HMIS data system and conducted housing assessments for families.

Safety & Compliance Assistant, Genesee & Wyoming, Salem, OR November 2019 – February 2020

- Organized important safety and compliance documents and created affidavits
- Uploaded employee information into company database
- Updated and edited timetables for all of the Western Region's railroads

Operations ASPA, Willamette Academy, Salem, OR September 2017 – May 2019

- Developed and oversaw workshops for high school students on various subjects from academic enrichment to career exploration.
- Performed general office duties, including answering multi-line phones, routing telephone calls or messages to appropriate staff and greeting visitors.
- Performed various administrative functions, including filing paperwork, printing and delivering documents, managing databases, office cleaning and sending emails.
- Managed weekly staff meetings and assigned roles.
- Conducted tutorial services for students to provide academic support in mathematics.
- Provided mentorship to students near the end of the semester.