

Erin Courtemanche

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EDUCATION

Bentley University

Candidate for Bachelor of Science, Data Analytics & Computer Information Systems

Minors in Business Administration & Human and Artificial Thinking

GPA: 3.98

Honors: President's List, Honors Program

Waltham, MA

December 2026

TECHNICAL SKILLS

- **Data Analysis Tools:** Excel, Access, Power BI
- **Programming Languages:** R Script, SQL, Java, Python, Streamlit, HTML
- **Productivity Tools:** Microsoft Office (Word, PowerPoint, Excel, Teams, Outlook), Google Workspace, Canva
- **Additional Software:** Wireshark, Linux, PuTTY, Streamlit, GitHub

RELEVANT COURSEWORK

Bentley Honors Program Capstone Consulting Project

January 2025 – May 2025

- Consulted for the Obsidian Theater Festival, giving strategic recommendations for funding, marketing, and collaboration
- Conducted in-depth market research to identify audience demographics, trends, and growth opportunities in the arts sector
- Synthesized findings into a professional report and presented actionable insights into company leadership

Quantitative Analysis for Business

January 2025 – May 2025

- Aggregated and analyzed large data sets (400+) utilizing R Script to produce clear, data-driven reports
- Performed weekly statistical analyses and data transformations on 50–100-point datasets, ensuring accuracy and consistency
- Led a research project analyzing 10,000+ data points; distilled complex findings into a concise, user-friendly report

Introduction to Data & Information Management

September 2024 – December 2024

- Developed a comprehensive database in Access for restaurant owners to track inventory, prices, sales, and employees
- Wrote SQL script to automate databases and to properly represent the relationships between entries and variables
- Cleaned and detailed 20+ databases to resolve relationship and SQL errors, streamline usability, and increase visual appeal

PROFESSIONAL EXPERIENCE

Bentley University

Waltham, MA

Bentley Undergraduate Admission – Ambassador & Tour Guide

April 2024 – Present

- Lead engaging, personalized tours for prospective students and families, promoting the benefits of the University
- Demonstrate excellent public speaking skills by leading tours of up to 40 guests, adapting tone and content to varying groups
- Deliver presentations on aspects of Bentley student life and curriculum to families and a team of 15 admission councilors

Pre-College Resident Assistant

Summer 2024 & 2025

- Supervised and mentored a group of 50-150 high school students, ensuring a safe, inclusive, and supportive experience
- Collaborated with a team of 13 RAs to coordinate events and manage operations during move-in, orientation, and move-out
- Demonstrated strong crisis management, including handling medical incidents, mental health concerns, and safety protocols

HouseWorks Home Care

Woburn, MA

Data Analyst Intern

May 2024 – September 2024

- Processed and validated large healthcare datasets, ensuring data integrity and accuracy across multiple systems
- Collaborated with a remote team to improve data management workflows, enhancing efficiency and strict deadlines
- Maintained confidentiality of sensitive client information, ensuring compliance with HIPAA regulations

LEADERSHIP EXPERIENCE

Arts and Performance Organization (APO)

Waltham, MA

Vice President of Production

April 2025 – Present

- Manage seven production committees of 20+ members, production schedules, a 10k budget, and resource allocation
- Collaborate with directors, designers, and organization members to transform creative vision into technical execution
- Solve unforeseen production challenges under pressure by utilizing creative problem solving and available resources

ADDITIONAL EXPERIENCE & INTERESTS

The Deck – Food Runner

May 2022 – August 2024

The Dojo – Youth Martial Arts Instructor

May 2021 – August 2024

Interests: Board Games, Exercise, Hiking, Martial Arts, Reading, Theater, Video Games