


# Dara

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## CAREER OBJECTIVE

Aiming to leverage my abilities to successfully be part of your company. Frequently praised as hardworking by my peers, I can be relied upon to help your company achieve its goals. I am detail-oriented and professional with excellent communication, interpersonal, and creative thinking skills. I have training and/or experience in research on global development; economic growth; public health; international laws and regulations; personal health information guidelines and rules; proficient in data analysis; management and interpretation; public communication; and international relations; demonstrated ability to effectively communicate with and assist diverse groups of people; experienced in support administrative functions within higher education; analytical problem solver; and detailed planner.

## EDUCATION

### MASTERS OF SCIENCE IN BUSINESS ANALYTICS, MISSOULA, MONTANA

UNIVERSITY OF MONTANA, May 2018

### MASTERS OF ARTS IN ECONOMICS, MATHEMATICS

UNIVERSITY OF MONTANA, May 2015

### BACHELOR OF ARTS IN ECONOMICS

UNIVERSITY OF MONTANA, December 2011

### ASSOCIATE OF ARTS IN PRE-ECONOMICS STUDIES

English Language Institute, UNIVERSITY OF MONTANA, May 2008

## SKILLS

AutoCAD

R

Python

SPSS

SQL

STATA

Weka

Microsoft Products

Microsoft Power BI

Tableau

Data Analysis

Industry Trend Analysis

Attention to Detail

Compiling Data

Statistical Analysis

Data and Analytics

Public Information Research

Identifying Trends

Trend Data Analysis

Integrity and Dependability

## STRENGTHS AND QUALIFICATIONS

Curious

Creative

Rigorous worker

Reliable

Compassionate

Attention to Detail

Great Listener

Constantly learning new things

Data and Analytics

Independently motivated

## LANGUAGES

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- **English**  
Fluent  
English Language Institute
- **French**  
Fluent  
Official Language in my Country of Origin
- **Laga**  
Fluent  
Mother tongue

## EXPERIENCE

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### DATA ANALYST – INTERN (REMOTE)

Akros, June 2021–October 2022

- Created READ-ME files (Internal and external versions) that provide additional information on the Reveal dataset that is relevant to data interpretation and additional analysis by persons unfamiliar with Reveal datasets.
- Streamlined analysis guidelines in a stepwise fashion that took into account the different software packages being used within the company (i.e., ArcGIS, Stata, R).
- Standardized data management, data entry, and analysis in Stata17.
- Created standardized data dictionary for internal use and external partner sharing.
- Created standard templates for data visualization.

### PROCUREMENT & DISPOSITION COORDINATOR, MISSOULA, MONTANA

Glacier Bancorp Inc. (GBCI), October 2021–March 2022

- Tracked information technology assets.
- Maintain up to date inventory (computer and hardware equipment) for the organization, and related documentation and technical specifications.

### PERIOD BETWEEN JOBS

August 2018 – October 2021

- Concurrently reviewed my Economics and Data Analytics UM courses, improved (Stata, R, SQL) and learned new skills (Power BI & more from Udemy) while waiting on work permit.
- Travelled back to my country for a while, 14 years later.

### DATA ADMINISTRATOR, MISSOULA MT

NewNet Services, January–October 2016, and February–May 2017

- Used SQL to write queries, to modify and to update telecommunication companies' data.
- Trained newly hired workers to use AutoCAD Map3d engineering software and assisted clients.
- Wrote manual that instructed and guided employees.

### PROJECT INTERN, MISSOULA, MONTANA

Data Smart Solutions, October 2015–March 2016

- Analyzed consumer data, using SQL and R, under the direction of the DSS Analytic Scientist.

- Loaded data into DSS's proprietary data base.
- Maintained DSS Benchmarking / Reporting.
- Maintained proper procedures for dealing with Personal Health Information (PHI) and followed Health Insurance Portability and Accountability Acts (HIPAA) guidelines and rules.
- Supported submission of articles for professional journals.
- Completed classes in Information Systems, Data Analysis, Healthcare Informatics, and Project Management (HIPA Certificate).
- Managed few projects using Scrum.
- Co-publication of whitepaper: "Health-Based Consumer Analytics: Bending Trend by Design, Not by Chance" by Damon Shepherd MS, Guedem Dara MA, Caitlin Swift MA, and Mary Kay Bogumill PhD. Predictive Modeling News Volume 9, Number 2 February 2016.

## **CUTCO SALES REPRESENTATIVE, PORTLAND OR AND MISSOULA MT**

Vector Marketing Corporation, January 2012–August 2012

- Made several cold calls to family members, friends, acquaintances, referrals, strangers, etc. This was truly a character building, a confidence builder, a significant trust (from both parties) builder to be at several homes, familiar and unfamiliar, to present Cutco products and make sales. I enjoyed spending time with people and demonstrating Cutco knives because I am passionate by culinary arts and am excelling at it over time. I truly believe that having the right tools while cooking makes a world of difference in cooking. This passion showed itself while spending time with customers, which lead to enjoyable time for everyone, sales, referrals, and friendships that have lasted until today. Passion doesn't have boundaries and can be universally picked up; at that point, I was still improving my English and that did not matter.
- Held meetings with customers, demonstrated and sold Cutco's products.
- Reported sales and work to supervisor.
- Recorded sales, processed, and deposited money to Vector Marketing Corporation.

## **UNIVERSITY OF MONTANA, MISSOULA, MONTANA**

May 2008–August 2018

### **STUDENT ADMINISTRATOR**

UM Dining, September 2014–May 2018

- Researched and Collected meal plan data from 100 competing universities and using Excel, organized it into reports used by the Director and Meal Plan Specialist for operational planning purposes.
- Prepared and analyzed weekly sales and revenue reports used for operational assessments and monitoring.
- Answered daily meal plan-related questions by phone or face-to-face interactions, as well as directed other specific inquiries to the appropriate personnel.
- Processed and documented in-office deposits, as well as balanced cash, check and credit card deposit funds against Point-of-Sale (POS) receipts multiple times per day for accountability purposes.

### **MATHEMATICS LAB ASSISTANT**

Sciences, October 2013–May 2014

- Managed student appointments and laboratory computer safety.
- Answered students' technical questions (in person and via email).
- Assisted students with using the department's software for homework and exam preparation.

### **TEACHING ASSISTANT**

Department of Economics, October 2013–May 2014

- Helped an Assistant Professor with homework grading and grade entry into Blackboard, ensuring accuracy and fairness of grades by constantly communicating with the professor.

### **EVENT STAFF**

The Adams Center, August 2008–August 2013

- Part time on campus employment, ticketing during events such as concerts, footballs, basketballs, etc. and creating a safe environment for students, faculty, and staff.

### **HOUSE MANAGER**

The International House, August 2010–August 2012

- Cooperated with international and domestic students, faculty, and community members to plan and set up social events to promote culture, international friendship, diversity, and acceptance.
- Maintained a clean and secure house while providing a pleasant, relaxing environment for visitors and other residents and assuring that patrons abide by the rules.
- Provided supervisors with monthly reports on our outreach, community social events and house activities.
- Assisted new foreign students with early acculturation, orientation, and short-term emergency housing.
- Co-conducted interviews to hire students for International House Manager.

### **STUDENT FALL AND SPRING JOBS (PART TIME)**

The Food Zoo, August 2008–May 2011

- Filled trays with food and loaded dishes in dishwashers.
- Followed food safety.
- Was reliable, kind, and constantly went the extra mile to help coworkers, managers, students, faculty, and staff. As result, I won the "Outstanding Employee Award" in fall 2009.

### **STUDENT SUMMER JOBS (FULL TIME)**

UM Residence Life, May 2008–August 2018

Painter, May 2011–August 2018

- Painted rooms on campus dormitory rooms.
- Painted interior and exterior of students and family housing.

Custodian, May 2008–August 2010

- Cleaned and assured that students and family housing met standard living conditions and safety.

## **SCHOLARSHIPS AND AWARDS**

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- \*\*\*\*\* Distinguished Service and Outreach Award, Spring 2018
- \*\*\*\*\* UM Dining Scholarship Spring 2018
- \*\*\*\*\* International Peace Scholarship, 2014-2015
- \*\*\*\*\* Outstanding Foreign Student Award, 2014
- \*\*\*\*\* The Carol Williams Foundation Scholarship, 2013-2014
- \*\*\*\*\* The American Association of University Women Scholarship, fall 2013
- \*\*\*\*\* Leadership Achievement Award Scholarship, 2008-2012
- \*\*\*\*\* Recognition Certificate for International Student Leadership Role, 2011
- \*\*\*\*\* Student Achievement Award, 2010
- \*\*\*\*\* Outstanding Employee Award for excellence in performance, fall 2009
- \*\*\*\*\* The Bonne Homme Scholarship, spring 2009

## CAMPUS LEADERSHIP AND COMMUNITY ENGAGEMENT

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- **International Food Festival**, Foreign Student and Scholar Services (FSSS), Spring 2008 – 2018
- **Business Analytics (MSBA) Spokesperson**, Business School, fall 2017 – spring 2018
- **President**, African Student Association, spring and fall 2011; fall 2017 – spring 2018
- **Event (Fashion Show) Organizer**, International Food Festival, spring 2009-2011
- **Fundraising Coordinator**, Griz for UNICEF, fall 2011
- **Treasurer**, African Student Association, 2008-2009

## VOLUNTEER AND COMMUNITY EXPERIENCE

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### SALES VOLUNTEER, MISSOULA, MT

Aircraft Owners and Pilots Association (AOPA) Fly-In, August 2018–August 2018

- Sold water at the Aircraft Owners and Pilots Association (AOPA) Fly-In yearly event.

### VOLUNTEER, MISSOULA, MT

International Food Festival, Foreign Student and Scholar Services (FSSS), UM, March 2008–March 2018

- Attended food safety trainings in preparation for the festivals.
- Attended meetings in preparation for the festivals.
- Delegated responsibilities to other students in preparation for the festivals. Took trips to grocery stores to buy foods in preparation for the festivals.
- Helped cook, served, and sold food. Helped set up for the festivals.
- Danced and organized fashion shows at the festivals. Did children's hair in the children's world at the festivals. Participated in various activities in the children's world at the festivals.

### VOLUNTEER, MISSOULA, MT

The Great Bear Foundation, September 2017–September 2017

- Picked up ripe apples off the ground so that bears stay away from back yards/properties in some locations in Missoula where bears are more active.

### FUNDRAISER VOLUNTEER, MISSOULA, MT

Griz For UNICEF, University of Montana, November 2010–November 2015

- Attended various meetings.
- Cooked large meals with the African Student Association (ASA) for Thanksgiving fundraising dinners (November 2010 and 2011).
- Danced (African) at fundraising dinners (November 2010). Put together sketch to share my culture at fundraising dinner (November 2012).
- Trick or treat to raise fund to provide clean water to children in developing countries (Halloween, October 2012).
- Presented the work that my brother was doing for UNICEF-Chad at Fundraising dinner (November 2015). This moment deeply means a lot to me, I will always remember it.

### VOLUNTEER, MISSOULA, MT

The Youth Home, Cultural Camps, August 2013–August 2015

- Presented and answered about my country (culture, food, people, geography, and games).
- Taught and played group games that I played in my elementary and middle school and in my neighborhood when I was growing up. I was thankful and fortunate to participate in these culture camps.

#### **VOLUNTEER, MISSOULA, MT**

Montana Model of United Nations, November 2011–November 2014

- Presentation of my country Discussed current affairs

#### **VOLUNTEER ACTIVITIES COORDINATOR, MISSOULA, MT**

Missoula International School (MIS), December 2012–December 2012

- Coordinated and (with friends) taught my nephew and pupils to make origamis.

#### **RESEARCH VOLUNTEER, MISSOULA, MT**

The All-Abilities Playground, April 2012–August 2012

- Participated in meetings to create an "All Abilities Playground" in Missoula. Missoula did not have one at that time.
- Called/contacted (few playgrounds in the US and Australia), researched, and reported on safe playground equipment for disabled children.
- Participated in the planning and set up of baseball by disabled children to bring awareness and raise funds for this noble cause that I was fortunate to be part of.
- Sold buttons (to friends and acquaintances) to raise funds.

#### **VOLUNTEER SOUS CHEF, MISSOULA, MT**

Poverello Homeless Shelter, August 2011–December 2011

- Helped with meal preparation. Set up meal in dining room.

#### **VOLUNTEER, MISSOULA, MT**

Girl Scouts, Meadow High Middle School, January 2011–May 2011

- Presented and shared my cultures with the girl scouts. Participated in their activities.
- Passionately did hair and proudly shared our way of hair care.

#### **SALES VOLUNTEER, MISSOULA, MT**

ALTRUSA At Montana Fair, August 2010–August 2010

- Helped with selling goods at the Montana Fair.

#### **VOLUNTEER TEACHER, MISSOULA, MT**

French Tutor, August 2009–May 2010

- Conversed with students/pupils (middle school, high school, college) who were taking French course or had interest in French.

#### **VOLUNTEER, MISSOULA, MT**

Missoula Medical Aid, August 2009–August 2009

- Served food at the Missoula Medical Aid annual fundraising salsa ball.

#### **VOLUNTARY ASSISTANT, MISSOULA, MT**

The Spring Retirement Center, January 2008–May 2008

- Cared for the elderly and participated in games with them.
- Talked and listened to the elderly, laughed together.

#### **VOLUNTEER, MISSOULA, MT**

The Boys & Girls Club, February 2008–April 2008

- Assisted coordinator with events planning.

## **VOLUNTEER, MISSOULA, MT**

Lowell Elementary School, March 2008–March 2008

- Taught and fried cookies the way we make them in my country to pupils at the school.

## **AWARDS**

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- Distinguished Service and Outreach Award, Spring 2018
- Outstanding Foreign Student Award, 2014
- Leadership Achievement Award Scholarship, 2008-2012
- Recognition Certificate for International Student Leadership Role, 2011
- Student Achievement Award, 2010
- Outstanding Employee Award for excellence in performance, fall 2009

## **PUBLICATIONS**

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- Co-publication of whitepaper: "[Health-Based Consumer Analytics: Bending Trend by Design, Not by Chance](#)" by Damon Shepherd MS, Guedem Dara MA, Caitlin Swift MA, and Mary Kay Bogumill PhD. Predictive Modeling News. Volume 9, Number 2. February 2016.

## **RESUME**

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Resume available upon request

## **REFERENCES**

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References available upon request