

MELISSA PHILLIPS

Currently searching for a program evaluation or data analyst position that allows me to utilize my problem-solving skills to drive positive social change.



EDUCATION

Anticipated 2024	M.S., Program Evaluation and Data Analytics Tempe, AZ	Arizona State University
	<ul style="list-style-type: none">Statistical methods/modeling, causal analysis, research design, organizational behavior, data visualization, and data science with R for application in the private or public sector.	
2012	B.A., History Cleveland, TN	Lee University
	<ul style="list-style-type: none">Rigorous program with focus on critical thinking, research methods, writing, argumentation, and presentation.	

CONTACT

✉ mphil75@asu.edu
🌐 github.com/M-Gamez
☎ (###) 123-4567

SELECTED POSITIONS

Present 2023	Quality Assurance Reviewer Remote	OS National LLC
	<ul style="list-style-type: none">Conducted pre- and post-closing file reviews for real estate transactions in more than 15 markets for national title company ensuring clear title and accurate figures to avoid substantial financial losses to the company.Reviewed over 2,000 closings and identified more than \$1,000,000 in errors and omissionsDeveloped new training guide and SOP manual detailing review procedures and protocols for transactions in 15 states	
2023 2021	Escrow Support Specialist Remote	OS National LLC
	<ul style="list-style-type: none">Supported Escrow team in preparation of preliminary settlement statements, procurement and review of essential payoff and HOA documentation for transactions in more than 10 markets.Prepared over 4,500 transactions for closing by preparing preliminary settlement statements, generating lender packages, and updating supporting documentation while maintaining internal audit rating of over 90% accuracy	
2020 2016	Paralegal Peachtree City, GA	Orme & Franke Law Firm P.C.
	<ul style="list-style-type: none">Collaborated with two partners at a boutique transactional law firm concentrating on business, real estate, commercial financing, intellectual property, and estate planning matters.Initiated cloud-based project management system increased workflow efficiency and reduced average flat rate project duration by 20%.	
2012 2011	Introduction to the Humanities Cleveland, TN	Lee University
	<ul style="list-style-type: none">TA and lecturedIntroductory survey to the genres and themes of the humanities.Undergraduate level class	

LANGUAGE SKILLS

R
SQL
Javascript (d3.js)
Python

OPEN SOURCE CONTRIBUTIONS

All projects available at github.com/M-Gamez/

MORE INFO

See full CV at <https://github.com/M-Gamez/cv> for more complete list of positions and publications.



SELECTED WRITING

2023

Introduction to gganimate¹

📍 ASU Homework

- Walk through of training on basic functionality of the gganimate package for creating animated graphs in R.
- Homework.

2023

Lab 05²

📍 ASU Homework Blog

- Created a sample blog for ASU.
- Homework.

2010

Culture and Catholicism in Colonial Latin America

Lee University

📍 Lee University Press

- Analysis on unique aspects and perspectives of religiosity in colonial Latin America.