

Mary Lauren Jacobs

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OBJECTIVE: Analytical and detail-oriented professional with expertise in data analytics, project management, and social sciences. Passionate about advancing clinical research in biostatistics, with a focus on cutting-edge interventions like deep brain stimulation for mental health. Committed to pursuing advanced degrees in Biostatistics to elevate public health and make meaningful contributions to research.

EDUCATION

Medical Statistics Program (Ongoing)
Stanford University

Bachelor of Science in Education, Social Sciences
Universidad Distrital Francisco José de Caldas. Bogotá, Colombia
GPA 3.9 | Organizations: Phi Theta Kappa

RESEARCH EXPERIENCE

Clinical Research Coordinator: CIRCLE Training Program, NIH-Funded.

UCSF | 07/24 - Present

- Completed training in core competencies for clinical research, including data management, ethical research design, and clinical trial operations.
- Developed leadership, networking, and communication skills aimed at high-impact, data-driven research roles.
- Shadowing senior CRCs to gain hands-on experience in clinical study management and participant safety.

CRC Internship

Closed-Loop Deep Brain Stimulation for Major Depression Lab (PReSiDio) - Andrew Krystal, MD

UCSF | 09/24 - Present.

- Participating in the CIRCLE Training Program under the mentorship of Alexandra Tremblay-Mcgaw.

Data Analyst / Observer

Eclipse Soundscapes Project, NASA | 03/24 - 07/24

- Analyzed large datasets of sound and field data collected during the 2024 Total Solar Eclipse
- Developed and implemented data analysis methodologies to extract meaningful insights from complex datasets

Researcher. Thesis: Empowering Communities: An Examination of Socio-Economic Organizational Strategies

Limpal Colombia | 01/17 - 12/17

- Designed and conducted comprehensive fieldwork, surveys, and qualitative/quantitative research
- Analyzed complex datasets and presented findings to key stakeholders, influencing strategic decision-making

RELEVANT PROFESSIONAL EXPERIENCE

Pretrial Release Specialist

San Francisco Pretrial | 03/23 - 07/23

- Prepared accurate client documentation for judges within established deadlines
- Collaborated with judicial stakeholders, ensuring informed consent for release decisions
- Leveraged CLETS and JUSTIS for background checks and information tracking

Operations Manager

City and County of San Francisco, COVID Command Center (C3) | 11/20 - 05/21

- Directed a comprehensive COVID-19 response with an OPS team of 15 members
- Monitored case investigation metrics for data-driven decision-making
- Facilitated efficient communication and collaboration across government jurisdictions

Public Records Act and Subpoena Program Coordinator

San Francisco State University | 03/20 - 08/20

- Managed subpoenas and Public Records Act requests for legal compliance
- Provided legal support and expertise on cases involving audits, litigation, and privacy

Compliance Clerk

City and County of San Francisco, Department of Elections | 01/19 - 10/22

- Verified electronic signatures and managed voter support files
- Supported the integrity of the electoral process through document management

Specialist, Industrial Safety and Environmental Compliance Department

City and County of San Francisco, SFMTA- San Francisco Municipal Transportation Agency | 02/18 - 01/19

- Developed and implemented data-driven dashboards on crime-related incidents using Tableau and Excel
- Conducted in-depth exploratory analysis on trauma and PTSD related to crime incidents
- Contributed to policy development as a member of the Assault Prevention Committee

Executive Assistant/Operations Specialist

Rocket Farms Inc. | 06/14 - 01/18

- Spearheaded implementation of agile methodology for operational data collection, resulting in 40% productivity increase
- Led data analysis initiatives for sales operations review and production forecasts
- Designed and maintained executive-level dashboards for Sales Operations Metrics and KPIs using SQL, Python, R, Tableau, Power BI, and Excel

Senior Administrative Assistant, IT Attestation

KPMG | 02/14 - 06/14

- Coordinated IT audit processes, demonstrating expertise in managing complex, data-driven projects and liaising with C-suite executives

Executive Assistant to Vice-President of Operations & Corporate Operations Department

Core-Mark International | 07/11 - 10/13

- Managed and analyzed complex financial data, including monthly and quarterly North American management expense reports
- Led Annual Tax Project, managing data for 16 different North America GL Accounts, ensuring compliance and accuracy

INTERNSHIPS

Paralegal - Internship

District Attorney's Office of San Mateo County | 07/10 - 07/11

- Managed sensitive case files and legal documentation, developing strong skills in data integrity and compliance that translate directly to handling confidential data

Paralegal - Internship

Bay Area Legal Aid | 07/10 - 12/10

- Utilized multilingual skills to facilitate client communications and drafted legal documents, demonstrating ability to navigate complex regulatory environments and communicate effectively across languages

SKILLS

- **Advanced Data Analytics:** Python, R, SQL, Power BI, Tableau, Hyperion
- **Research Tools:** CalConnect, Epic, EMR, REDCap, Qualtrics
- **Regulatory Compliance:** HIPAA, GCP, FERPA, GDPR, CCPA, CPRA, NDAs, RFPs, Contracts
- **Project Management:** Microsoft Project, Asana, Jira, Trello, Confluence, Teamwork
- **Enterprise Software:** Microsoft 365, Google Workspace, SharePoint, Citrix, Docusign, SAP, Oracle, Salesforce

CERTIFICATIONS

- **CITI Training, UCSF:** Good Clinical Practice (GCP), Human Subjects Protection, Big Data and Data Science Research Ethics, Essentials of Responsible AI
- **Google Data Analytics Professional**
- **Scrum Master Certified (CSM),** Scrum Alliance
- **Project Management,** General Assembly
- **Spanish Interpreter,** City and County of San Francisco
- **Paralegal Certificate,** Skyline College

PRESENTATIONS & HONORS

- Invited Panelist and Speaker, Microsoft Navision NAVUG National Conference (2016)
 - Topic: Diversity in Tech
 - Session: Manufacturing 101
- Selected Attendee, RSA Conference and Workshops, sponsored by Women in Security and Privacy (2018)
- Recipient, Conference Attendance and Travel Award, Anita Borg Institute (2016)
- Phi Theta Kappa Honor Society. International and Regional Distinguished Member (2011)

LANGUAGES

- Spanish (Fluent), Portuguese (Advanced), French (Advanced), English (Advanced)

PROFESSIONAL AFFILIATION

American Statistical Association