

Katie Kosfeld, BS, CIP

Data Analyst

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SUMMARY

Recent Data Analytics graduate with a research compliance and administrative background seeking first opportunity to become an analytics professional. After several diverse careers, I realized that what I enjoyed most in all of my positions was data and reports. Data Analytics allows me to orchestrate my organization, attention to detail, and problem solving skills to wrangle and interpret data while also utilizing communication and creativity to design visualizations that can be easily understood. I am looking forward to a career where the majority of my workday will be focused on data cleaning, analysis and visualizing, allowing me to grow my skills in the field.

TECHNICAL EXPERIENCE

Nashville Software School | Nashville, TN

09/2020 to Present

Data Analyst Apprentice

Four month, full time, intensive introduction to data analytics and business intelligence processes and tools. Emphasis on analytical reasoning through hands-on training on every stage of the analytics workflow. Using real data presented by Nashville employers, when possible, learning includes communicating findings through presentations, storytelling, building reports, and creating dashboards.

Tools Learned:

Excel (including VLOOKUP, PivotTables, and Power Pivot), SQL, Python, Tableau, PowerBI, Git/GitHub, Zoom, Agile Methodology

Project Highlights:

- [Nashville Marathon:](#)
Team project where we used Excel to analyze data from the Nashville Rock-and-Roll Marathons and presented various statistics from our findings. In investigating the reason for slower times by the runners in 2017, I researched the temperature and dewpoint for each year of the race and discovered that 2017 was a particularly hot and muggy year.
- [Nashville City Cemetery:](#)
Independent project where I used PivotTables in Excel to analyze burial records from the Nashville City Cemetery. I examined the high instance of infant deaths and created a presentation that tied in outside data on infant mortality rates.
- [Tableau Dashboards](#)
- PowerBI Dashboards: [Squirrel Census](#), [HIPAA Privacy Breaches](#)

ADDITIONAL PROFESSIONAL EXPERIENCE

Vanderbilt University Medical Center | Nashville, TN

04/2018 to 09/2020

One of the largest academic medical centers in the Southeast. The School of Medicine's biomedical research program is among the nation's top ten in terms of federal grant funding.

HRPP Regulatory Compliance Analyst IV/Team Lead (03/2019 to 09/2020)

- Supervised a team of three Analysts providing guidance and direction for daily and weekly duties through prioritizing, delegating, and evaluating tasks
- Educated and coached team members and IRB Committee members regarding regulatory and institutional requirements ensuring compliance in their reviews
- Coordinated and oversaw weekly IRB Committee meetings
- Assisted team members with escalating situations and complex tasks utilizing empathy, problem solving, and communication skills in order to resolve
- Ran metrics on submissions processed by the team providing feedback as needed to maintain departmental expectations and decrease turnaround times

HRPP Regulatory Compliance Analyst II (04/2018 to 03/2019)

- Independently pre-reviewed and processed research proposals in preparation for IRB Committee review according to institutional and departmental policies and federal regulations
- Facilitated and accurately documented IRB Committee meetings
- Created correspondence to study teams regarding Committee determinations
- Provided training and acted as an internal consultant to staff, IRB Committee members, and the Vanderbilt research community

University of Kansas Medical Center | Kansas City, KS

03/2011 to 03/2018

A regional leader in biomedical research and the primary medical campus for the University of Kansas which houses the schools of medicine, nursing, and health professions.

IRB Administrator (05/2016 to 03/2018)

Additional responsibilities included supervision and training of two Generalists and overseeing the administrative processes for IRB Committee meetings

IRB Generalist (03/2011 to 05/2016)

- Ensured timely and thorough review of human research projects in accordance with regulatory standards, institutional requirements, and best practices
- Analyzed and prescreened submissions to ensure compliance and determine readiness for IRB Committee review
- Identified all potential compliance areas that should be considered in the review such as HIPAA and Conflict of Interest among others
- Communicated with research staff regarding regulatory requirements and IRB Committee determinations, providing assistance as needed to foster a supportive and collegial relationship with researchers

EDUCATION

Nashville Software School

Data Analytics Bootcamp - Expected January 2021

University of Illinois, Urbana-Champaign

BS in Media Studies/Communications, Minor in Sociology

CERTIFICATION

Public Responsibility in Medicine and Research (PRIM&R)

Certified IRB Professional - 2013, 2016, 2019