

Shawn N. Stewart

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EDUCATION

B.A. in Literary Studies, December 2010, University of Texas at Dallas

M.S. in Social Data Analytics and Research, May 2023, University of Texas at Dallas

PROFESSIONAL EXPERIENCE

UT DALLAS INTERNATIONAL CENTER, RICHARDSON, TEXAS

2016 - CURRENT

Assistant Director for Communication, Assessment, and Strategic Initiatives

- Develop the ISSO annual assessment report plan, collect data through surveys and database queries, analyze the results, and write the final report.
- Analyze open-ended survey responses from annual surveys using topic modeling and deliver summary of business implications to ISSO leadership team.
- Developed the first annual International Fact Sheet, compiling data on international students.

Advising Services Specialist

- Created a refreshable dashboard in Excel for monthly reports to inform strategic decisions.
- Respond to ad hoc data requests from internal stakeholders, including pulling data from multiple sources, cleaning and transforming as needed, and providing summary analysis and data dictionary as needed.
- Clearly document processes for pulling data and using reports and tools I have developed.

International Student Advisor II

- Develop surveys in Qualtrics and analyze results to evaluate effectiveness of workshops.
- Compile monthly reports on ISSO services from a variety of data sources.
- Create reports to pull data from Sunopsis database and clean the data, verifying accuracy.

International Student Advisor I

- Communicated complex immigration information to a variety of audiences.
- Collaborated with internal and external stakeholders.
- Develop reports in the Sunopsis database to assist with common tasks.

Administrative Assistant I

- Communicated effectively with staff, students, outside guests, and academic partners.
- Utilized a variety of software to manage a highly variable workload.

EASTFIELD COLLEGE, MESQUITE, TEXAS

2013 - 2016

International Student Advisor

- Created a Microsoft Access relational database and UI to manage international student records.
- Served as a DSO and advised F-1 students on immigration requirements and academic policies.
- Processed applications efficiently while maintaining high levels of customer service.

Administrative Assistant

- Provided excellent customer service in a fast-paced environment.
- Maintained FERPA compliance and educated students and families on FERPA regulations.

NAAMAN FOREST HIGH SCHOOL, GARLAND, TEXAS

2011 - 2012

9th Grade English Teacher

- Develop lesson plans and deliver material in a variety of formats for different learning styles.
- Teach and model excellent written communication and critical thinking.

PROGRAMMING EXPERIENCE

- R libraries – tidyverse, ggplot2, srvyr and survey for working with weighted data
- Python libraries – Pandas, GeoPandas, Folium, Nominatim API, matplotlib
- SQL and PostgreSQL