

Michael J. McCoy

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Education:

The College of William & Mary, Williamsburg, Virginia

August 2011 – August 2015

Bachelor of Arts, Economics

Dean's List, Fall 2012

Coursework focused on international economics, development, and governance.

Methods courses included qualitative, quantitative, and experimental research design and training in the statistical packages R, SPSS, and STATA.

Experience:

Associate Client Support Consultant

January 2018 – Present

Implementation Specialist

March 2017 - January 2018

Automatic Data Processing (ADP)

- Providing exceptional client service to over 200 small businesses who began to use ADP for their payroll.
- Assisting small business clients with payroll and tax questions and concerns.

Accounts Payable Coordinator; Temporary

December 2016 – January 2017

Ferguson Enterprises, Newport News, Virginia

- Analyzing invoices and purchase orders to discover and resolve discrepancies.
- Contacting Ferguson branches and outside manufacturers to resolve discrepancies.

Senior Research Assistant,

July 2015 – May 2016

Research Assistant,

June 2013 – July 2015

Institute for the Theory and Practice of International Relations (ITPIR)

The College of William & Mary, Williamsburg, Virginia

- Training undergraduate students to analyze and code international relations journal articles.
- Reviewing analyses done by undergraduate students.
- Analyzing and coding on 16 variables nearly 1000 international relations academic journal articles and academic books for use in TRIP's database of top international relations scholarship since 1980.
- Using strong Internet research skills to gather information about professors of international relations in 20 countries to add demographic and professional information to TRIP.

Skills:

Microsoft Office
Customer Service
Data Entry

STATA 12
Research
Analysis

HTML
CSS
JavaScript