**AJEUNE LYNCH**

**District of Columbia | T: 202-826-9729 | E: lynchajeune@gmail.com**

Dedicated community-based professional with 6+ years’ progressive experience in the social service sector. Exemplary skills in database management, data analysis, compliance, service coordination, and serving underrepresented residents in the Washington, DC area.

**PROFESSIONAL EXPERIENCE:**

**Technology Fellow, May 2024- Present** GirlTrek, Washington, DC

* Structure and enhance existing datasets for improved accessibility and analysis
* Process and format data for seamless integration with Geographic Information Systems (GIS)
* Create and maintain systems for continuous dataset improvement and data accuracy
* Collaborate closely with the GirlTREK technology team and technical partners to facilitate data usage and uploads

**Data Coordinator, March 2022- June 2024** *Everyone Home DC, District of Columbia*

* Serve as agency Homeless Management Information System (HMIS) administrator, and troubleshoot all aspects of primary database systems
* Manage data quality within the Homeless Prevention Program, ensuring strict adherence to local and federal guidelines
* Developed and implemented standardized procedures to prioritize assistance and housing resources for families experiencing homelessness
* Develop monthly statistical reports and analytic dashboards presented to organization leadership, local government grantors, community partners and funders to measure success of the the Homeless Prevention Program

**Lead Homeless Prevention Specialist August 2020 – March 2022** *Everyone Home DC, District of Columbia*

* Managed caseload of 20+ including intake, mediation, permanent placement, and client referrals.
* Utilized HMIS, Quickbase, and CATCH to complete data reporting, compile statistical reports, and document service delivery.
* Administered the Westat Assessment and VI-SPDAT.
* Lead bi-monthly housing workshops to educate 100+ families on stability planning and financial literacy.
* Supported shelter diversion efforts resulting in 93% of clients avoiding shelter placement.

**Direct Support Professional May 2019 - August 2020** *KBEC Group, Inc., District of Columbia*

● Enriched lives of individuals with developmental and physical disabilities through case management. ● Conducted client intake and completed behavior management care plans for all group home residents.

● Assisted clients with obtaining post- rehabilitation services.

● Managed daily operations of residential facilities in accordance with Department of Behavioral Health program standards.

**EDUCATION:**

**Research Fellow, August 2023- present**

*Center of Excellence in Housing and Urban Research Policy (CHURP), Howard University, Washington, DC*

**Master of Science, Applied Data Science and Analytics**

Howard University

Spring 2025

**Bachelor of Arts, Political Science**

University of the District of Columbia

**TECHNICAL SKILLS:**

● Microsoft Office (Word, Excel Advanced, PowerPoint, Outlook)

● Data Visualization Software (Microsoft Power BI, SAP BI, Tableau)

● Advanced Microsoft Excel (Pivot Tables, VLOOKUP, Macros)

● Google Workspace (G Suite)

● Homeless Management Information System (HMIS)

● Geographic Information System (ArcGIS)

● Quick Base

● SQL (Structured Query Language) ● Oracle