

ABIGAIL REID

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Personal Profile

A professional, personable and intelligent individual, recently graduated with a Masters degree in Sociological Research (with Distinction) looking to apply excellent analytical and social skills within a future career. With strong quantitative research skills and a passion for data analysis as well as a deep interest in people I am excited by the opportunities research skills can provide for all sectors. Motivated and adaptable with a wealth of experience in people management, project management, administration, and community development.

Key Skills and Abilities

- Strong in data analysis with experience of descriptive and inferential statistics, modelling, predictive analysis, path analysis, simple and multiple regression, logistic regression, factor analysis, etc;
- Able to translate complex statistical information into relevant and understandable findings for the non-technical audience;
- Strong written skills; very experienced in report-writing and adapting language for different audiences;
- Proficient in Stata, SPSS, Excel, LaTeX, Qualtrics, basic SQL.
- Skilled in research design; trained in carrying out both quantitative and qualitative research including ethnographic methods, in-depth interviewing and survey design;
- Excellent interpersonal skills with many years' experience of developing and sustaining client relationships, working in partnership and managing people from diverse backgrounds;
- Experienced in project management, highly efficient, organised, reliable, proactive and self-motivated;
- Extremely experienced and competent at managing multiple competing priorities in a fast-paced environment, meeting tight deadlines and adapting quickly to unexpected challenges;
- Highly adaptable, skilled in problem-solving and extremely quick to learn new skills with a keen interest in self-development and expanding knowledge of data and statistical techniques.

Career History

2017-to date Research Analyst - Freelance

- Authored 64 instruction manuals for a statistical software package (Stata), covering a range of statistical techniques such as logit and probit and time series analysis for a leading research methods publisher;
- Carried out an extensive literature review on using video in Higher Education for a leading academic publisher as co-author for a White Paper;
- Assessed the suitability of large volumes of governmental and non-governmental statistical data series for the purposes of compiling example datasets to support learning a range of statistical techniques;
- Survey data entry and research advice for a community group.

2010-2015 Departmental Manager, Department of Government, University of Essex

- Leadership and management of an administrative team, including recruitment, induction, performance management, professional development and appraisal. Co-ordination and management of various academic contracts in conjunction with HR;
- Management, planning, review and improvement of departmental administrative policies, processes and structures to ensure a professional, efficient and effective service within a leading academic department;
- Delegated control of specific budgets, monitoring and approval of expenditure, authorisation of payments, forward planning and budgeting for departmental spending requirements;
- Management of formal quality assurance processes including periodic review of programmes, annual review of courses, changes to the curriculum, student satisfaction; implementing full overhaul of undergraduate programme;
- Student engagement within an academic department, building strong, responsive relations with students and proactively setting up a much-valued, highly successful annual student conference;
- Records management and data protection; Examinations Officer.

2003 –2010 **Manager, Greenstead Community Centre**

- Management of a new Big Lottery funded building, located within a challenging area that featured highly on the Indices of Deprivation, initiating and developing it for the benefit of the community;
- Regularly writing successful grant applications for example securing £52,000 for a youth project which was a highlight for young people in the area; generating income on an ongoing basis through various sources including centre services; setting and managing budgets in accordance with differing requirements;
- Business planning, analysis and strategic vision for the development and sustainability of the centre;
- Creating a vibrant hub of the community and winning the Colchester District Business Awards Charity/Community category within 3 years of opening. Cited as a Big Lottery success story;
- Developing deep insight regarding the centre's wider role within the community; responding to social issues, increasing social inclusion and community engagement;
- Researching, writing, reviewing and implementing all centre policies and procedures in accordance with legal requirements including data protection, child protection, health and safety;
- Recruitment, supervision, development and management of diverse team of 10 part-time staff and up to 15 volunteers and work placements at any time, including trainee police officers, probationers on community service and those who were long-term unemployed;
- Management of a variety of projects including a vibrant community café, professional room hire service, a highly accessed youth project, 5-Day Cabaret and other community activities;
- Monitoring and evaluating of centre plans, activities and projects, reporting regularly to stakeholders, including trustees, funders and the community;
- Working in partnership with other agencies, businesses and diverse user groups.

2000-2003 **Project Co-ordinator, Good Start**

- Initiated and delivered a project which identified and met the varying needs of families living in an area featuring highly on the Indices of Deprivation. This involved accessing and engaging with 'hard to reach' and vulnerable families, building trusting relationships to respond creatively and provide flexible and adaptable support. Researched into the needs of vulnerable families developing deep insight into challenges and experiences in the area. Identified services and opportunities to provide groups, training, information, advocacy and links to other agencies. Commissioned to work in an advisory capacity for Sure Start in their process of setting up in the area.

2008-2013 Private Maths Tuition – voluntary Provided G.C.S.E maths tuition to young people 14-16 years and basic maths skills to an adult learner, moving one young learner from D/E mock grades to A*.

Education

Date	Institution	Qualification	Result
2015-2017	University of Essex	M.A. Sociological Research	Distinction
1997-2000	University of Essex	B.A. (hons) English and European Literature	2:1
1995-1996	Greyfriars Adult Education College	A Level English Literature and Language	A
1993-1994	Colchester Sixth Form College	A Levels in French and in Medieval History	B / C
1989-1991	Colchester High School for Girls	G.C.S.Es Maths, French, Latin, Music, English Literature, English Language History and Geography	A B

References

Professor Paul Whiteley
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