

ARTHUR TARTEE, JR

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OBJECTIVE

To obtain a position as a Data Analyst where I can utilize my skills in data analysis, statistical modeling, and programming to make data-driven decisions and improve organizational processes. Experience in client relations, process improvement, change management, strategic partnerships, and leadership development.

PROFESSIONAL EXPERIENCE

American Association for the Advancement of Science

Washington, DC

Science & Technology Program Fellowship – PD Associate

March 2023 – Present

- Collaborate with internal and external stakeholders to ensure program goals are met and identify areas for improvement using data-driven solutions.
- Detect and analyze programmatic and logistical roadblocks as they arise, determine how the issues developed and coordinate with cross-functional teams to mitigate negative impacts.
- Coordinate logistics for program events, including venue selection, catering, and travel arrangements.
- Maintain and perform audits of the online database to ensure continuing participation of fellows in the program development programming.
- Provide technical assistance and recommendation to the program director on how to structure and implement professional development events for the fellows.

The Corella & Bertram F. Bonner Foundation

Princeton, NJ

Alumni Network Manager

August 2018 – December 2022

- Administered, developed, and implemented alumni outreach and engagement strategies for 20,000+ alumni across 70 higher education institutions.
- Co-directed all activities associated with administering grant funds and managed the portfolio of projects for 15+ colleges and universities that were funded by the Foundation Racial Justice grants.
- Managed the strategic development and relationship of all partnerships to ensure the needs and issues of the target audience were met, and that the network goals and mission were advanced.
- Analyzed data from various programs to provide insights and recommendations to the Bonner Network.
- Presented findings and recommendations to senior management and the board of trustees clearly and concisely.

The Vanguard Group, Inc.

Malvern, PA

Client Relationship Associate

September 2017 – August 2018

- Assisted clients with a wide range of financial inquiries, from account maintenance to identifying and resolving issues.
- Worked closely with internal departments to raise customer satisfaction by several percentage points each year.
- Investigated and resolved client concerns in a timely and professional manner.
- Collaborated with cross-functional departments to identify and mitigate security risks and fraud.

Congressional Hunger Center

Washington, DC

Emerson Fellow Intern

May 2016 – August 2016

- Conducted feasibility studies on partner organizations and recommended actions for recruitment outreach.
- Conducted research on alumni and updated the Center's alumni records to improve engagement.
- Drafted and edited press releases, brochures, and public service announcements to promote the Center's agenda.

- Provided administrative support to the program manager, including scheduling, meeting coordination, and record-keeping.

EDUCATION

American University, School of International Service
Master of Arts, International Affairs Policy and Analysis

Washington, DC
May 2024 (Expected)

University of Richmond
Bachelor of Arts Leadership Studies and International Studies, World Diplomacy

Richmond, VA
May 2017

School of International Training (SIT)
Study Abroad

Switzerland
May 2015

SKILLS

- Experience with data visualization tools such as Tidyverse and Plotly R
- Statistical analysis and modeling skills using tools such as R and Rmarkdown
- Experience working with large datasets and data-cleaning techniques
- Research and analysis methodology and practice: quantitative and qualitative
- Excellent communication and presentation skills
- Strong problem-solving and critical thinking abilities
- Program management experience, from both implementer and funder perspectives
- Software: Microsoft Office applications; G-Suite; R Programming; Salesforce
- Languages: native English; moderate French