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| Michelle Goodman | |  |  | | --- | --- | | Lee’s Summit, MO |  | | 816-695-8948 |  | | mjbgoodman@gmail.com |  | |  |  | |

I offer a unique combination of education, capabilities and values that make me a desirable asset in the analytics domain. My education and experiences have given me the tools to succeed in a continually evolving field and the ability to work independently, multi-task, and stay calm and efficient under pressure. My managerial background has enabled me to be a leader, but also to understand the importance of being a supportive follower and contributing team member. My ability to adapt to new situations coupled with my proven aptitude to learn new skills and programs quickly and easily makes me a valuable addition to any organization.

# Education

### Expected completion date – october 2020

## Certificate of Data Analytics

## University of Kansas Lifelong and Professional Education, Overland Park, Kansas

Targeted training in analytics and visualization that has provided the knowledge and specialized skills needed in the field of data analytics. Obtained skills encompass topics such as Excel, fundamental statistics, Python programming, databases, front-end web visualization, and business intelligence software as well as showcasing the ability to thrive in a fast-paced learning environment.

### Graduated – december 2010

## Master of Arts Information Science and Learning Technology

## University of Missouri, Columbia, Missouri

Graduation with a GPA of 3.76 gave me experience with the use of technology in libraries and schools as well as the tools to research, instruct, manage, and connect people to technology.

### No expected graduation date

## Bachelor of Science Computer Science – Networking

## Bachelor of Science Cybersecurity

## University of Central Missouri, Warrensburg, Missouri

Partial work towards completion of a double Bachelor’s Degree which has given me skills in Java, Python, C, Command Line, as well as several courses dealing with current cybersecurity issues.

### Graduated – april 2005

## Bachelor of Science Music

## Brigham Young University-Idaho, Rexburg, Idaho

Completion of this degree with an emphasis in education and psychology provided the skills to work with and educate a wide variety of people from different backgrounds.

# Experience

### November 2019 – present

## Data Entry Clerk / Internal Revenue Service, Kansas City, Missouri

### Responsible for examining incoming returns, perfecting them to ensure compliance with the required format, and processing the return using systems and applications provided.

### November 2019 – March 2020

## Substitute Teacher / Kelly Educational Staffing, Overland Park, Kansas

### Execute lesson plans left by the absent teacher or create classroom lessons as required. Establish and maintain a respectful and fair classroom culture that fosters safe and productive learning.

### April 2015 – present

## Professional Scorer / Pearson, Des Moines, Iowa

Reading, evaluating, and scoring written essays from a variety of tests including PARCC, ACT, and HSE for students ranging from grade 4 through grade 12.

### June 2017 – December 2018

## Educator / VIPKid, Beijing, China

Education of international students using an online platform. Required to adjust instruction based on individual student’s needs. Each 30-minute lesson mandated a written report for parents which outlined strengths and weaknesses during the lesson as well as a plan for future learning.

### april 1999 – august 2001

## Shift Manager / PBI Industries, Lee’s Summit, Missouri

Managerial skills including food preparation and cooking, front counter and drive-through order taking, order assembly, inventory control and ordering, crew scheduling, direct crew training and training management supervision, shift supervision, basic accounting including deposits, cleaning and repair of equipment, front end and grill supervision, and grounds keeping.

### september 1995 – December 2003

## Clerk / MCPL, Colbern Road Branch, Lee’s Summit, Missouri

Routine technical and clerical tasks requiring knowledge of the Dewy Decimal system, basic typing and computer skills requiring knowledge of Inlex and Sirsi circulation software, and the ability to assist and cooperate with patrons.

# Volunteer Work

### August 2016 – february 2020

## Advancement Chair

## Troop 1551, Boy Scouts of America, Lee’s Summit, Missouri

Organize and record data relating to the advancement of the members of the troop. Research and publish advancement opportunities for members. Training of other leaders and families in the use of the recording software.