

# Bernae “Bern” DySart

## Aspiring Analyst and Researcher

Github: berndysart, (216) 302-9906, [bmdysart@gmail.com](mailto:bmdysart@gmail.com)

### Research Skills

#### Data Analysis

- Programming
  - Language - R, Rstudio (especially tidyverse), Rmarkdown
  - Wrangling - Cleaning, Transforming, Merging, and Reshaping data
  - Visualisation - Grammar of Graphics (ggplot)
  - Version Control - Github, Github Desktop
- Statistics - Descriptive Statistics, Hypothesis testing, and Regression

#### Research

- Analysis - Report writing and presentation
- Writing - Academic and professional communications
- Data Entry - Microsoft Excel

#### Professional

- Presentation - Microsoft Powerpoint
- Organisation - Paper filing, Online filing, Calendar Management, Appointment Scheduling
- Customer Relationship Management (CRM)

#### Mandarin Chinese

- One year of formal instruction at Heidelberg University. Ongoing weekly lessons with private tutor for the past two years

### EXPERIENCE

#### Teaching Assistant - American University, Washington, DC

August 2022 - May 2024

- Tracking attendance and suggesting new strategies to increase class participation.

#### Temporary Roles - Hawthorne Lane, Washington, DC

June 2023 - January 2024

- As an administrative assistant cleaned out the CRM system of backlogged leads over 7 days. I was sent to two other properties to help with queue management over 8 months with the site.
- As an Affordable Dwelling Unit (ADU) specialist, I worked on recertifying existing tenants in the program, bringing up approved recertification files from 12% to 30% over five months. Trained the incoming specialist on protocols for a total of five business days.

#### Center for Peace Diplomacy, Remote - Spring 2023 Intern

February 2023 - May 2023

- Helped to map out elements of a conflict tracker with other interns during that semester. Wrote brief deliverables on current events when requested with one one-week turnaround time.
- Worked with them on a capstone paper that outlined conflict mitigation methods using a change in national identity for two case studies

### EDUCATION

#### Master of Arts - American University, Washington, DC

August 2022 - May 2024

- International Affairs - Global Governance, Policy, and Security Studies

#### Bachelor of Arts - Heidelberg University, Tiffin, OH

August 2019 - May 2022

- Honours Diplomas in History and Political Science with a Minor in Legal Studies
- Departmental Honours in History