OBJECTIVE

Currently completing prerequisite coursework for graduate programs in data science / analytics; open to part-time contracted work in data analysis and documentation, especially for non-profit grant applications

WORK EXPERIENCE

Contracted Work   *2019 Apr - Present*

Data Process Documentation for AMIkids   2019 Apr – 2019 July

> Writing walk-thrus and other guides for student information system/database administration as well as the queries, Excel workbooks, and supplemental data sources used for analysis and reporting

AMIkids   *2016 Feb – 2019 Apr*

Research Data Analyst   *2017 Nov – 2019 Apr*

> Ensured the integrity of student data systems for approx. 4000 youth per year from 40+ program sites across FL, SC, NC, LA, MO, TX, GA, NM, and VA; analyzed, validated, and reported to support management, grant/contract compliance, and resource development; supported development of new student IS; validated & debugged migration; began adapting management tools/processes.

Data Coordinator for Vocational Education & Job Placement   *2016 Feb – 2017 Nov*

> Supported data collection and aggregate reporting for 2000+ participants of grant-funded vocational services at 21 program sites across FL, LA, and SC; analyzing, managing, and report writing to support management, grant compliance, and resource development.

City Year   **2013 July – 2015 June**

AmeriCorps Team Leader (TL) at Oak Ridge High School in Orlando, FL   *2014 July – 2015 June*

> Coached and led a team of 9 other ACMs on the Darden Foundation Team in south Orlando / Pine Castle; supported data gathering and analysis for 6 other school teams in Orlando site; continued ACM role.

AmeriCorps Member (ACM) at Virgil Middle School in Los Angeles, CA   *2013 July – 2014 June*

> Tutor and mentor for 8th grade students in Koreatown / Pico-Union; event planning and community outreach.

RESEARCH EXPERIENCE

Human Resources Research Center at UF: Undergraduate Research Assistant *2012 Aug – 2013 May*

> Survey administration, experiment proctoring; literature review in industrial/organizational psychology field

Hill Pedagogy Lab at UF: Undergraduate Research Assistant   *2012 Jan – 2012 May*

> Measured pedagogical development of graduate students teaching intro psychology course

EDUCATION

University of Florida   *Graduated 2013 May*

> B.A. Economics, B.S. Psychology; Minor in Educational Studies; GPA 3.74, Cum Laude

CERTIFICATIONS & OTHER COURSEWORK

  ➢ IBM Data Science Professional – obtained through Coursera   *2019 July*
  ➢ GTx Introduction to Analytics Modeling (EdX Verified Learner cert. track) *Currently enrolled*
  ➢ GTx Computing for Data Analysis (EdX Verified Learner cert. track)   *Currently enrolled*
  ➢ Illinois at U-C Accelerated Comp Sci Fund. (Coursera specialization)   *Currently enrolled*

SKILLS

Advanced: SQL (3 yrs), Excel (10 yrs); Proficient: Python (1 yr); Emerging: R, C++, VBA, Java

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