Arthur Thomas

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EDUCATION

- **University of Maryland** — College Park, MD
  Bachelors of Arts in Government and Politics; GPA: 3.64 — *May 2018*

Related Coursework: Geographical Information Systems for Social Science Research, Advanced Quantitative Methods using R, Python Programming I, Scope and Methods for Political Science Analysis using Stata 14, Intro to C++ Programming, Introduction to Computer Science via Web Technologies

EXPERIENCE

- **The Graduate School, University of Maryland** — College Park, MD
  Graduate Systems Technology Analyst — *December 2017 - Present*
  - Provided Technical Support for applicants and faculty in Hobsons ApplyYourself/AppReview Systems.
  - Created queries for batch updating and created/updated documentation for new processes.
  - Managed and maintained a degree auditing system (UAcheive) by encoding program/degree specific requirements; providing a visual track for students.
  - Managed and maintained a CRM system, providing an efficient means of communication between the Graduate School, Colleges, and Applicants.
  - Updated the Graduate Schools website and course catalog website.
  - Contributed in monthly Graduate Admissions Advisory Group meetings to address current issues and concerns experienced across campus in regards to the Graduate School admissions process.

- **American Bankers Association** — Washington, DC
  Learning Management Systems and Content Intern — *June - August 2017*
  - Assisted in ITs Intranet Modernization Project on SharePoint Online, with data uploads, page creation and content management. Integrated it with Google Analytics.
  - Assisted with Technical Membership Lookup project requirements and documentation as well as assisting with the coding of the login page in HTML and CSS.
  - Tested the functionality of the Cornerstone Learning Management System (LMS) in Microsoft Edge to prepare for web browser support.
  - Managed course copyright submissions and tracking, created copyright processes documentation.
  - Reviewed course descriptions and search tags/metadata in ABAs LMS as part of a user research optimization project.
  - Created and edited repository of all links to LMS to aid with server migration project.
  - Utilized ABAs LMS to validate SCORM packages, create and publish courses as well as aided various other admin duties.

- **Washington Metropolitan Area Transit Authority (Metro)** — Washington, DC
  Training Intern — *June - August 2015*
  - Compiled, Organized and Archived WMATA training records.
  - Utilized WMATAs Learning Management System, data entry of over 200 files, and converted physical records to digital.
  - Facilitated Training Instructors in preparing training course materials.

PROJECTS

- **Vue Item Finder:** A web app using VueJS, Axios, Firebase, Google Maps, and ChartsJS for lost and found items.
- **GradSchool Chatbot:** A chatbot using JS, RiveScript, jQuery to assist Graduate School applicants with requests.
- **SenText:** A group project using Python and the Twilio API to text senator contact information.
- **Course Recommendations:** A simple recommendation system pulling course descriptions from UMD.io API using DataCamp's algorithm with scikit-learn and Python.

PROGRAMMING EXPERIENCE

- **Languages**: Python, HTML, CSS, JavaScript, VueJS, R, and Stata 14 **Software**: Excel, SharePoint, Photoshop CS6, WordPress, Google Tag Manager/Analytics, ArcGIS 10.5, GeoDa