

Subhan Khalid

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To Dr. Shernita Lee,

I am a graduate student studying applied statistics at Villanova University. I am providing you my cover letter to apply for the **DSPG internship**.

As my resume indicates, I possess around two years of progressive experience in the field of economic research and consultancy. My professional history includes a position as a Research Assistant (RA) at Center for Economic Research in Pakistan (CERP) on the Evidence Based Procurement Reforms Project (EBPR) and the Asset Transfer Project with international researchers, recommendations from which I can send if needed.

I have thoroughly gone over the job description for the position; and I believe that my responsibilities as a Research Assistant at CERP match the qualifications you are seeking in a candidate. As an RA, my responsibilities included the liaison with the Government for the roll out and implementation of project policies, collaborating with the project partners, leading awareness/ capacity building sessions for the project, finding innovative solutions to technical & general problems and going out into the field for surveys and data collection activities. I assisted in the successful implementation of the EBPR project. My supervisor also relied on my interpersonal skills to get my viewpoints across, my ability to coordinate and manage higher Government officials, effectively disseminate information to large audiences and efficiently operate in high pressure situations. The most important aspect of the job has been relationship management with key personnel from the Government and multiple project partners as we looked to provide them with inventive solutions for improving efficiency.

My responsibilities on the aforementioned Asset Transfer project include rigorous data cleaning and data analysis with longitudinal data collected since 2013 from rural parts of Southern Punjab. Data analysis was done on STATA with application of conditional Logit, Probit and Tobit models. My responsibilities also included budgeting for the project ensuring that all expenses in the foreseeable future were accounted for, and also writing proposal for grants from donor agencies based on these budgets. I also find that my work experience has really made me enthusiastic and proactive.

Most recently I have been working on as a Graduate Assistant for Campus Ministry (CM) where I have set up data operations for consistent collection of data on student demographics. I am also working on analyzing student evaluations to improve current CM practices and improve student experience and encourage greater student involvement.

I have attached my resume for your review; you can find my other experiences on various projects listed there. I believe that my experience at CERP and CM have given experience in the consultative and client service approach, to engage in high level business discussions, the capacity to think creatively and entrepreneurially, use data centric and scientific approaches to finding solutions, to collaborate and work in a team environment and develop effective social skills to interact with multiple partner organizations.

Sincerely,

Subhan Khalid