**EDUCATION Queens College, The City University of New York** Flushing, NY

Bachelor of Business Administration February 2014

Major: Corporate Finance Minor: Anthropology

**COMPUTER SKILLS** Applications: R, SQL, QGIS, Microsoft Access, Excel, Word, PowerPoint, OneNote, Adobe Photoshop, and Adobe Acrobat

**JOB EXPERIENCE**

**NYC Taxi and Limousine Commission** New York, NY

*Policy Analyst*  March 2016 – Present

* Managed for-hire transportation policy initiatives from start to finish by creating project timelines, developing milestones, working closely with vendors, collecting data, and conducting analysis for publication
* Procured Data Science learning software (MOOC) to TLC with 26 active employees learning R & Python
* Worked with IT to develop new databases and revise existing databases to be compliant with TLC data standards
* Created and enforced data compliance standards for TLC licensed businesses like Uber and Curb
* Experienced working with data at maximum RAM capacity (~100 million rows at a time)
* Prototyped a predictive model to estimate metered taxi rates upfront
* Collaborated with Legal to revise rule chapters that affected the industry’s data reporting and technology standards
* Hosted a month long Hackathon in partnership with NYU CUSP and General Assembly
* Provided guidance on college capstone studies in partnership with Columbia University and NYU CUSP

**NYC Department of Parks and Recreation** Corona, NY

*Street Tree Census Assistant Coordinator* March 2015 – March 2016

* Supervised 25 staff to train volunteers on the usage of NYC Government tree surveying methodology
* Managed a 20 vehicle fleet of BMWs and maintained a positive rapport with BMW
* Met strict deadlines by sending equipment to groups quickly for loaning, creating a structure to lend out equipment during events, training new staff quickly, and meeting data management requirements
* Planned 5-10 daily events for six consecutive months with strict attention to detail on providing proper allocation of resources for events. Some events had turnouts of 200 volunteers
* Created policies and procedures for staff to streamline any issues that may require supervisory troubleshooting. This ranged from vehicle usage, restocking of supplies, and loss prevention

**J. Trucking Inc.** Springfield Gardens, NY

*Warehouse Operations Manager* August 2014 – March 2015

* Managed an office with two employees, three drivers and two warehouse workers
* Increased office efficiency through streamlining operating procedures
* Effectively managed the logistics of at least five different special projects per month that ranged from domestic deliveries to deliveries across Canada
* Negotiated rates with clients and agents to effectively increase revenue and reduce spending

**ACCOMPLISHMENTS**

* **Data Scientist with R Track**

DataCamp – 94 Hours and 23 Courses

* **Data Analyst with R Track**

DataCamp – 64 Hours and 16 Courses

* **Data Programmer with R Track**

DataCamp – 40 Hours and 10 Courses