**OSL**

* I worked for two years full time as an Analyst in the Office of Student Life. I was brought on by the Dean of Student Life to help conduct and implement a management improvement study for the Career Development Center (CDC). A few of the major changes the team worked on included rebranding and renaming the center, assessing past financial and demographic data, remodeling, transitioning to a new database, creating new processes for handling workflow, and bringing in a new director.
* The organizational analysis included data collection, assessment and implementation. I was in charge of a major cost benefit analysis of our Career Expos which attract thousands of students and hundreds of employers every term. Data was gathered from multiple data sources including Banner, Symplicity, Access Files, Excel files, University Administrative Business Center (UABC) financial records and staff interviews.
* The data was compiled with Python and Java into a single MySQL database. It was analyzed with basic statistical methods using R Studio and Excel. The final report found Career Expos to be beneficial and resulted in the creation of better accounting practices and a major expansion including using a new venue (La Sells) and a new full day of employer on campus interviews.
* Worked as a technical adviser on a team that updated Career Development Center IT processes including transitioning to a new database provider and redesigning our internal staff drive to make data and document handling more efficient by standardizing procedures.
* Part of a team that conducted a space utilization analysis with an external designer that led to the creation of three new office cubicles, new Office of Student Life greeting desk and a marketing office for undergraduate students.

Since this position was very similar to what I would be engaged in if selected as the Management Analyst 2 I wanted to include a few more detailed points about my duties.

* Led a team charged with conducting a departmental budget analysis analyzing seven years of past financial data. Worked with CDC staff and accountants from the UABC to gather all financial data and analyze our internal accounting procedures which had led to an over $400,000 surplus. The Department should break even and the issue was with improper staff billing for hours at the Career Expos. I conducted a major study of all Career Expo staff in order to properly allocate and bill for hours worked.
* Worked with UABC in order to create a new accounting workflow to make sure our internal billing and accounting methods were more streamlined and matched University accounting procedures. I was then responsible for training CDC staff to use these new billing and accounting methods.
* Conducted an analysis of five years of past Department metrics including analyzing over 22,500 student records; the data was used to benchmark current performance and set future goals.
* The financial and demographic data was used to create both an extensive and abridged report for the Dean of Student Life and University leadership to allow them to assess current Department status and suggested future recommendations.

**IT and Business Support (Transportation Services)**

* Helped maintain and develop new features for our internal website which was built on Cold Fusion, JavaScript, HTML5 and CSS3.
* Worked with a team to conduct a cost benefit analysis for Transportation Services that looked at the costs the University incurred by allowing employees to take their personal car as opposed to utilizing the University owned fleet of vehicles.
* Led project to restructure, debug and update server code for Transportation Services; responsible for new code being 15% the size of old structure and 27% of original file size.
* Developed a number of web based tools for tracking and managing accounting and usage data.

**Research Assistant and Instructor (College of Business)**

* Helped conduct research with College of Business Faculty related to strategic management and entrepreneurship. Used R Studio, Stata, Python, Java and MySQL to handle and analyze data for faculty research.
* Designed and instructed courses and actively worked to promote a welcoming and inclusive classroom environment where students felt comfortable and engaged.

**Graduate Research Assistant (Department of Nuclear Science and Technology)**

* Worked with faculty to develop digital radiation detection software which was funded through a Nuclear Regulatory Commission grant.
* Nominated by Faculty and selected for ARCS Fellowship providing $6,000 per year in addition to GRA funding.
* Co-authored and was awarded research grant “Digitized Instrumentation Lab for Distance Students” for $8,220.

**Employer Relations Graduate Assistant**

* Worked to plan, market and run events including our Career Expos which are attended by hundreds of employers and thousands of students every term
* Helped found and co-chair our Career Services Advisory Committee with NW Employers including Target, Boeing, Rubicon, Boys and Girls Club, Enterprise Rent a Car, United Way and others
* Helped interview, train and supervise a team of undergraduate workers including helping to run our student staff meetings and individual weekly meetings
* Interacted with employers through email, phone and in person meetings to help them engage with the OSU community and students

**OSU Advantage Accelerator**

* Worked with the Office for Commercialization and Corporate Development (OCCD) and the Office for Sponsored Research and Award Administration (OSRAA) to conduct a process analysis of the grant administration process. The methods included analyzing documentation and in person interviews in order to understand all aspects of the grant administration process. I modeled this workflow using UML diagrams and also developed a report of the process.
* Worked with OCCD staff to find and remove bottlenecks to improve grant handling of industry related grants. This process is incredibly important as the University is actively seeking to engage more with industry and seek ways to create positive relationships and the grant process is one that can often be slow.

**Legacy Health System Intern**

* Worked as a Supply Chain Intern at Legacy Health System to help improve their outreach to minority owned vendors in order to encourage more partnerships with these firms.
* The first component of this position was conducting an analysis of their current contracts to create a new database of minority owned vendors. The second component was conducting a procedural analysis of current business practices regarding minority owned vendors. The third component was meeting with current Legacy employees and minority owned enterprises to identify ways to promote and make it easier for these vendors to contract with LHS.
* Used this analysis to create a detailed report of findings and future recommendations and presented this to the Director of the Supply Chain and LHS Leadership, many of these recommendations were put into practice by the Supply Chain.