**New Tests**

* **Create and validate a new zone**
  + Inputs
    - Zone Name
    - Building
    - Floor
    - Profile
  + Actions
    - Save Cancel
  + Test Summary
    - Create a new zone basic information (Name, Building, Floor, Profile)
  + Test Description
    - Creating a new zone will add a new zone to the Zones tab on the Site Dashboard with none of the other settings set
* **Zone Health and Comfort Thresholds**
  + C02
    - Slide Left and Right 0 to 1000
  + Temperature
    - Not sure min and max
  + VOCs
    - Slide Left and Right 0 to 1000
  + Relative Humidity
    - 0 to 100% I think
  + Test Summary
    - Create a new zone and set the Health and Comfort Thresholds
  + Test Description
  + Create a new zone and set its details including desired C02, Temperature, VOCs and Relative Humidity levels
    - Setup: Tester has access to a user with admin privileges
* **Devices in this Zone**
  + Why is this here should we be able to add a device
  + Including create a device
* **Weekly Schedule**
* **Yearly Schedule**
* **Devices in this Zone**

**VS1KConfigure:** validate start and end times of weekly schedule

**Description**

* Weekly schedule can only be saved with valid start and end times.
* Setup: Tester has account with admin priviledges. Navigate to the VS1K configuration page , click the weekly schedule toggle so that it displays ON, click add schedule, and then click Edit.

|  |  |
| --- | --- |
| **Test Step** | **Expected Result** |
| Click on the blue 'x' that appears when the mouse hovers over the start time box | Start Time field is blank. (--:-- --) |
| Click Save | An error message appears, prompting the user to enter a valid start time. The information is not saved |
| Enter a valid start time. (example: 9:00AM) | The start time reads 9:00AM |
| Enter an end time that is prior to the start time (example: 8:00AM) | An error message appears prompting the user to enter a valid end time. The information is not saved. |
| Enter an end time that is after the start time (example: 10:00AM) | The information is saved. |
|  |  |
|  |  |

**QA-TestsQAT-162**

**VS1K Configure: Schedule Editing/Saving/Canceling**

**Weekly and Monthly**

**Office of Student Life**

**Key Position Duties:**

* 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 and 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 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 is 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 dollar 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.
* Helped 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.
* Handled database and data with MySQL, Access, Banner, Microsoft SQL Server, Java and JavaScript

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

* Helped conduct research with College of Business Faculty related to innovation 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 newly created 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 and data was stored in a relational database. The process workflow was modeled with UML diagrams and I worked with OCCD staff to find and remove bottlenecks to improve grant handling or industry related grants.

**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 of this internship was conducting a procedural analysis based on this data which included speaking with minority owned vendors and creating strategies to allow the process for them to be more easy to work with vendors
* Created a detailed report of findings and future recommendations and presented this to the Director of the Supply Chain and LHS Leadership

**Courses**

* Economics
  + Econ 201- Microeconomics
  + Econ 202- Macroeconomics
  + Econ 311- Intermediate economic theory
* Business
  + Wr 214- Writing in Business
  + Ba 211- Financial Accounting
  + Ba 213- Managerial Accounting
  + Ba 230- Business Law
  + Ba 350- Organizational Systems
  + Ba 390- Marketing
  + Ba 531- Business Law
  + Ba 540- Corporate Finance
  + Ba 555- Practical Business Analysis
  + Ba 561- Supply Chain Management
  + Ba 550- Organizational Management
  + Ba 572- Advanced Information Systems
  + Ba 560- Venture Planning
  + Ba 562- Managing Projects
  + Ba 569- Advanced Strategic Management
  + Ba 555- Practical Business Analysis
  + Ba 543- Financial Markets and Institutions
  + Ba 663- Strategic Management
* Research Methodology
  + Stats 511- Methods of Data Analysis
  + Stats 512- Methods of Data Analysis II
  + AEC 525- Applied Econometrics
  + Ba 612- Foundations of Business Research
  + Ba 660- Foundations of Entrepreneurial Research