**COVER LETTER**

I just wanted to briefly touch on my interest in this role, how my background would allow me to be a strong contributor and how it aligns with my future career goals.

I have always had a passion for academia including research and instruction.

When I was reading through the research being conducted at the Center it resonated strongly with my passion for teaching. I first had the option to teach as

I would love to

The research seems both meaningful and important.

**RESUME**

**Software Developer- Transportation Services**I think that the  
  
My long term goal is to eventually gain a PhD and be engage as a researcher and instructor. The research in this position could really open up a lot of

**Research Assistant- College of Business**

* Worked with College of Business Faculty on research related to innovation, management and entrepreneurship
* Conducted literature reviews, wrote summaries of the research and used these to develop future research design conducted with faculty
* Gathered and analyzed data using a range of tools including Python, Java, JavaScript, Excel, MySQL, Stata and R
* Developed and wrote reports of research findings

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30% Research Planning and Development  
-Conduct literature reviews and summarize results  
-Assist in development of research design  
-Participate in research meetings and provide support to research teams  
-Develop and test surveys and other research instruments

30% Data Collection and Analysis  
-Collect data through interviews, document analysis, observations, and surveys  
-Prepare data files and complete data entry  
-Conduct quantitative and qualitative analyses

20% Project coordination  
-Communicate with external partners to schedule meetings and facilitate collaboration  
-Assist with workshop logistics and facilitation  
-Maintain organized and accessible project work files and folders

20% Reporting Findings  
-Summarize research results in writing  
-Generate visualizations of data and results  
-Generate and/or edit project reports  
-Assist in communicating findings to partners and the public

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**Software Developer**

Past

* Use Microsoft SQL Server, Access and Excel to manage Oregon State Universities transportation services database
* Restructured, rebuilt and tested new server and client code; new code was 15% the size of old structure and 27% of the original file size
* Responsible for full stack development utilizing MS SQL Server, SQL Queries, HTML5, JavaScript, React and CSS3
* 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- COB**

* Worked with College of Business Faculty on research related to innovation, management and entrepreneurship
* Worked as a research assistant for data and statistical analysis utilizing Java, Python, R and Stata
* Designed all course material for and instructed Ba 260
* 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.

**Information Technology Coordinator/Business Analyst**

Past

* Lead staff member in charge of accurate data collection from all financial transactions over the past 5 years and data from 22,500 student records and 965 employers
* Built algorithms in Java to analyze this data to create a report for Department Staff and Dean of Student Life
* Managed and used Symplicity Database with over 6,000 employers and 30,000 students and alumni, this includes data analysis of events to determine program and event efficiency
* Underwent FERPA training to work with confidential student information
* 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.
* Was 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 for this role 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 including the new Director. The report contained an overview of all the study findings and also recommendations for future implementation.

**Graduate Research Assistant- NE/RHP**

* 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.

**Instructor- LBCC**

* Course instructor responsible for designing all course material including lectures, tests and quizzes
* Biology course covered basic cell biology, biophysical events, cellular level radiation effects, cell survival and recover, dose response curves, systematic responses hematologic and cytogenetic effects, and stochastic effects of radiation
* Physics course covered math and physics basics, atomic and nuclear structure, EM and particulate radiation, photon interactions, differential absorption and principles of attenuation

**Intern- Legacy**

**Student Athlete Tutor**

* 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.

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