**Application for Management Analyst 2** [**Print Version**](https://jobs.oregonstate.edu/job_applications/189802/print_preview)

**Personal Information**

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Next** button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking **GO** button every 60 minutes in order to avoid losing your data.

**Contact Information**

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| **First Name** | David |
| **Middle Name** | Charles |
| **Last Name** | Vasquez |
| **Other Names Used** |  |
| **Address Line 1** | 155 NW Kings Blvd |
| **Address Line 2** | Apt 647 |
| **City** | Corvallis |
| **State or Province** | OR |
| **Zip Code** | 97330 |
| **Nation** |  |
| **Personal Phone** | 9258181172 |
| **Alternate Phone** |  |
| **International Phone** |  |
| **Email** | Vasquezd@oregonstate.edu |

**General Information**

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| **Are you a current Oregon State University Employee?** | Yes |
| **If yes, indicate job titles and start date** | MP Services Support- 1/16 |
| **If yes, what is your employment type?** | Student |
| **Have you worked at Oregon State University before?** | Yes |
| **If yes, indicate job titles and dates of employment** | IT and Business Support (Transportation Services) 1/16 to Present Instructor and Research Assistant- College of Business 9/14 to 1/16 OSU Business Analyst 6/13 to 9/14 Career Development Center- Employer Relations Graduate Assistant 1/11 to 6/13 OSU Advantage Accelerator Intern 6/10 to 1/11 Graduate Teaching and Research Assistant- College of Nuclear Science and Technology 10/07 to 6/10 |
| **What is your OSU University identification number if you have one?** | 930694191 |
| **Are you currently enrolled as an undergraduate student at Oregon State University or in the Degree Partnership Program?** | No |
| **Are you currently enrolled in a graduate studies program at Oregon State University?** | No |
| **Where did you learn about this vacancy?** | OSU Website |
| **Other Source (indicate N/A if not applicable)** | N/A |
| **Was the source in print or electronic media (online)?** | Electronic Media (online) |
| **Are you currently authorized to work in the United States?** | Yes |
| **Will you now or in the future require sponsorship for a work visa?** | No |

**Additional Information**

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| **I authorize University officers and authorized agents to verify the information submitted on my employment application or attached materials prior to making a final determination regarding my application of employment.** | Yes |
| **I authorize the University to conduct the required background and/or motor vehicle check prior to making a final determination regarding my application for employment.** | Yes |

**Educational History**

Please enter your educational history beginning with the most recent by clicking the **Add Education History Entry** button.  
  
When finished, please click either the Next button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your data.

**Education History**

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| **School Name** | Oregon State University |
| **Major** | Health Management and Policy |
| **Number of hours or credits completed** |  |
| **Graduated or completed program?** | Yes |
| **Degree Type** | Bachelors Degree |
| **Other degree type** |  |

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| **School Name** | Oregon State University |
| **Major** | Radiation Health Physics |
| **Number of hours or credits completed** |  |
| **Graduated or completed program?** | Yes |
| **Degree Type** | Masters Degree |
| **Other degree type** |  |

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| --- | --- |
| **School Name** | Oregon State University |
| **Major** | MBA |
| **Number of hours or credits completed** |  |
| **Graduated or completed program?** | Yes |
| **Degree Type** | Masters Degree |
| **Other degree type** |  |

**Employment History**

Please enter your previous employers beginning with the most recent by clicking the **Add Previous Employers Entry** button.  
  
When finished, please click either the Next button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your data.

**Previous Employers**

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| **Employer Name** | Oregon State University |
| **Employer Address** |  |
| **Employer City** | Corvallis |
| **Employer State** | OR |
| **Your Title** | IT and Business Support |
| **Kind of Business** | University |
| **From** | 01/04/2016 |
| **To (leave blank if still employed)** |  |
| **Supervisor Name and Telephone Number** | Meredith Williams 541-737-0673 |
| **Average Number of Hours Worked per Week** | 20 |
| **No. of Employees You Supervised and their Job Types** |  |
| **Supervision/Leadwork<p>From the following list, select your areas of responsibility, or indicate if not applicable:<br>- Assigning and Reviewing Work<br>- Handling Disciplinary Action<br>- Hiring or Recommending Hiring<br>- Rating Work Performance<br>- Responding to Grievances** | N/A |
| **Major Duties<p>Be specific. No credit will be given if not completed.** | - 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. |

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| **Employer Name** | Oregon State University- College of Business |
| **Employer Address** |  |
| **Employer City** | Corvallis |
| **Employer State** | OR |
| **Your Title** | Research Assistant and Instructor |
| **Kind of Business** | University |
| **From** | 09/29/2014 |
| **To (leave blank if still employed)** | 12/31/2015 |
| **Supervisor Name and Telephone Number** |  |
| **Average Number of Hours Worked per Week** | 40 |
| **No. of Employees You Supervised and their Job Types** |  |
| **Supervision/Leadwork<p>From the following list, select your areas of responsibility, or indicate if not applicable:<br>- Assigning and Reviewing Work<br>- Handling Disciplinary Action<br>- Hiring or Recommending Hiring<br>- Rating Work Performance<br>- Responding to Grievances** | - Assigning and Reviewing Work Assigned all Course work and reviewed all student tests, papers, quizzes and work - Handling Disciplinary Action Responsible for any disciplinary issues, but did not experience any  - Hiring or Recommending Hiring N/A - Rating Work Performance Responsible for grading all course material  - Responding to Grievances Responded to any potential grievances from students but there was not any |
| **Major Duties<p>Be specific. No credit will be given if not completed.** | - 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. |

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| **Employer Name** | Oregon State University - Student Life |
| **Employer Address** |  |
| **Employer City** | Corvallis |
| **Employer State** | OR |
| **Your Title** | Business Analyst |
| **Kind of Business** | University |
| **From** | 06/10/2013 |
| **To (leave blank if still employed)** | 09/26/2014 |
| **Supervisor Name and Telephone Number** | Rachel Finch, 541-737-0523 |
| **Average Number of Hours Worked per Week** | 40 |
| **No. of Employees You Supervised and their Job Types** | Helped manage team of 7 undergraduates |
| **Supervision/Leadwork<p>From the following list, select your areas of responsibility, or indicate if not applicable:<br>- Assigning and Reviewing Work<br>- Handling Disciplinary Action<br>- Hiring or Recommending Hiring<br>- Rating Work Performance<br>- Responding to Grievances** | - Assigning and Reviewing Work Assigned work for events and was assisted by staff  - Handling Disciplinary Action N/A - Hiring or Recommending Hiring Part of Hiring Committee for multiple employees  - Rating Work Performance N/A - Responding to Grievances  N/A |
| **Major Duties<p>Be specific. No credit will be given if not completed.** | - 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. |

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| **Employer Name** | Oregon State University- Career Development Center |
| **Employer Address** |  |
| **Employer City** | Corvallis |
| **Employer State** | OR |
| **Your Title** | Employer Relations Graduate Assistant |
| **Kind of Business** | University |
| **From** | 01/10/2011 |
| **To (leave blank if still employed)** | 06/21/2013 |
| **Supervisor Name and Telephone Number** | Rachel Finch, 541-737-0523 |
| **Average Number of Hours Worked per Week** | 20 + Class |
| **No. of Employees You Supervised and their Job Types** | 6 |
| **Supervision/Leadwork<p>From the following list, select your areas of responsibility, or indicate if not applicable:<br>- Assigning and Reviewing Work<br>- Handling Disciplinary Action<br>- Hiring or Recommending Hiring<br>- Rating Work Performance<br>- Responding to Grievances** | - Assigning and Reviewing Work Assigned work for events and database, website work  - Handling Disciplinary Action N/A - Hiring or Recommending Hiring Part of Hiring Committee for multiple employees  - Rating Work Performance N/A - Responding to Grievances  N/A |
| **Major Duties<p>Be specific. No credit will be given if not completed.** | - 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. |

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| **Employer Name** | Oregon State University |
| **Employer Address** |  |
| **Employer City** | Corvallis |
| **Employer State** | OR |
| **Your Title** | Graduate Research and Teaching Assistant |
| **Kind of Business** | University |
| **From** | 09/24/2007 |
| **To (leave blank if still employed)** | 06/18/2010 |
| **Supervisor Name and Telephone Number** | Dr David Hamby, (541) 737-8682 |
| **Average Number of Hours Worked per Week** | 20 + School |
| **No. of Employees You Supervised and their Job Types** |  |
| **Supervision/Leadwork<p>From the following list, select your areas of responsibility, or indicate if not applicable:<br>- Assigning and Reviewing Work<br>- Handling Disciplinary Action<br>- Hiring or Recommending Hiring<br>- Rating Work Performance<br>- Responding to Grievances** | - Assigning and Reviewing Work Worked as instructor and Teaching Assistant and supervised students in lab  - Handling Disciplinary Action N/A - Hiring or Recommending Hiring N/A - Rating Work Performance N/A - Responding to Grievances |
| **Major Duties<p>Be specific. No credit will be given if not completed.** | - 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. |

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| **Employer Name** | Oregon State University- Office for Commercialization and Corporate Development |
| **Employer Address** |  |
| **Employer City** | Corvallis |
| **Employer State** | OR |
| **Your Title** | Advantage Accelerator Intern |
| **Kind of Business** | University |
| **From** | 05/10/2010 |
| **To (leave blank if still employed)** | 01/14/2011 |
| **Supervisor Name and Telephone Number** |  |
| **Average Number of Hours Worked per Week** | 20 |
| **No. of Employees You Supervised and their Job Types** | 0 |
| **Supervision/Leadwork<p>From the following list, select your areas of responsibility, or indicate if not applicable:<br>- Assigning and Reviewing Work<br>- Handling Disciplinary Action<br>- Hiring or Recommending Hiring<br>- Rating Work Performance<br>- Responding to Grievances** | - Assigning and Reviewing Work N/A - Handling Disciplinary Action N/A - Hiring or Recommending Hiring N/A - Rating Work Performance N/A - Responding to Grievances  N/A |
| **Major Duties<p>Be specific. No credit will be given if not completed.** | - Worked with the Office for Commercialization and Corporate Development (OCCD) and the Office for Sponsored Research and Award Administration (OSRAA) to conduct an 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 find ways to create positive relationships. |

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| **Employer Name** | Legacy Health System |
| **Employer Address** |  |
| **Employer City** | Portland |
| **Employer State** | OR |
| **Your Title** | Supply Chain Intern |
| **Kind of Business** | University |
| **From** | 06/12/2006 |
| **To (leave blank if still employed)** | 09/22/2006 |
| **Supervisor Name and Telephone Number** |  |
| **Average Number of Hours Worked per Week** | 40 |
| **No. of Employees You Supervised and their Job Types** | 0 |
| **Supervision/Leadwork<p>From the following list, select your areas of responsibility, or indicate if not applicable:<br>- Assigning and Reviewing Work<br>- Handling Disciplinary Action<br>- Hiring or Recommending Hiring<br>- Rating Work Performance<br>- Responding to Grievances** | - Assigning and Reviewing Work N/A - Handling Disciplinary Action N/A - Hiring or Recommending Hiring N/A - Rating Work Performance N/A - Responding to Grievances  N/A |
| **Major Duties<p>Be specific. No credit will be given if not completed.** | - 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. |