

# Eboni K. Lee, MSc

[ebonilee.msc@gmail.com](mailto:ebonilee.msc@gmail.com)

## SUMMARY

Data Analyst with a strong foundation in Python scripting for data cleaning and thematic analysis using libraries like sklearn and nltk. Experienced in creating impactful data reports and dashboards that drive critical business decisions. Successfully led the transition to an in-house data analytics solution, achieving significant cost savings. Eager to leverage analytical skills and data-driven insights to enhance decision-making processes in a dynamic environment.

## TECHNICAL SKILLS

- Python, Visual Studio Code, Natural Language Processing (NLP), SQL, HTML/CSS, Machine Learning, Tableau, Bootstrap.js, Google Cloud Platform, R, Anaconda, Tensorflow, MATLAB, Google BigQuery, Spark, Survey Software, Google Analytics, Canva, Google Looker Studio, Project Management Software, Jupyter Notebooks, Statistics, LLM, Data Privacy, Prompt Engineering, Version Control, Git

## PROFESSIONAL EXPERIENCE

### Accelerate Change

Nov 2023 - Present

#### Head of Data Analytics

- Led 4+ trainings and presentations, creating comprehensive training resources and videos, which improved stakeholder understanding of new data systems and changes
- Created 6+ Looker studio dashboards that were able to process 2+ million rows of data to give real-time data updates to internal and external stakeholders
- Wrote 10+ Python scripts using Jupyter Notebooks for cleaning and organizing data from multiple sources, enhancing data accuracy and accessibility for analysis
- Led the transition from an external data analytics platform to an in-house data cloud storage and analytics solution using Google BigQuery and Looker Studio, achieving an estimated cost savings of at least \$50K per year
- Led multiple large scale data collection programs across our network of more than 7 separate organizations to successfully report on our organization's impact to funders and executive leadership
- Used NLP to complete thematic analysis on 100,000+ data points
- Served as an experimentation and research consultant with other departments and within our media network
- Managed persuasion testing efforts with an external vendor using project management software, ensuring clear objectives and budget, and presented results to executive leadership, leading to strategic insights
- Trained multiple team members, including a direct report, on data cleaning and storage using Python scripts and SQL queries, improving data integrity and privacy protection

### ZERO TO THREE, National Center on Early Childhood Development, Teaching, and Learning

Feb 2021 - Nov 2023

#### Data Analyst

- Created Python code that reduced the time it took to clean and recode the center's evaluation data to less than 1 second
- Used NLP to complete thematic analysis on 80,000+ data points, providing insights that informed strategic decisions
- Led the evaluation and reporting efforts for 2 flagship Head Start events, utilizing Alchemer data survey software
- Created 2+ interactive dashboards using Tableau & Looker Studio, enabling stakeholders to easily visualize and interpret complex data
- Produced 2 protocol manuals detailing how to properly pull data from different platforms, standardizing data retrieval processes and improving team efficiency
- Led or supported the creation of 25+ data reports and infographics for internal and external stakeholders
- Led evaluation initiatives related to equity in Head Start programs, utilizing survey software to assess program effectiveness and promote inclusive practices
- Sent quarterly data and evaluation emails to Center staff, improving awareness of available reports and data
- Gave 2 presentations on topics related to equity and data to 100+ early childhood education staff (in-person and virtually)

### General Assembly

Aug 2020 - Nov 2020

#### Data Science Immersive Fellow

- Completed 30+ labs and projects that utilized data science best practices and used a multitude of Python packages (NumPy, Pandas, Scikit-Learn, Matplotlib, etc.)
- Presented findings from 5 projects to both technical and non-technical audiences
- Completed a final project that could accurately predict different health consequences 70%+ of the time given Adverse Childhood Experiences and other demographic features and created a Flask app with Bootstrap.js and HTML to accompany it

### Child Care Aware of America

Jun 2017 - Sep 2018

#### Army Child Care Coordinator

- Served as the principal liaison for 1500+ parents requesting fee assistance, improving their understanding of program policies and procedures, and enhancing their overall satisfaction
- Performed quality control on new and existing data to maintain an accurate client database

## EDUCATION

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**City University of London (now City St George's, University of London)**

**2018 - 2019**

*MSc, Clinical, Social and Cognitive Neuroscience*

- **Achievements:** City Students' Union Program Representative

**Pepperdine University**

**2013 - 2017**

*B.A., Psychology*

- **Achievements:** Posse Foundation Leadership Scholarship

## CERTIFICATIONS & AWARDS

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- **Undergraduate Straus Institute Certificate in Conflict Management:** Pepperdine University, Malibu, CA | 2017
- **Data Science Immersive:** General Assembly | August 2020 – November 2020
- **Kaggle BIPOC Data Science Grant Program | 2021**
- **Tableau Visual Analytics | October 2021**