

Elizabeth O'Brien

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EDUCATION

University of Massachusetts—Amherst

Amherst, MA

Senior

2021-2025

- Majoring in Political Science and Economics and Minorng in Computer Science with a Certificate in International Relations
- Cumulative GPA: 3.87, Dean's List

EXPERIENCE

UMass, Department of Legal Studies

Amherst, MA

Undergraduate Immigration Data Analyst

Spring 2024

- Coded 1000 public survey responses to identify themes regarding attitudes about refugee status for individuals with ties to terrorist organizations for a research group
- Ensured coding consistency and accuracy through inter-coder reliability comparisons
- Developed data management skills using Excel, ensured meticulous organization and documentation of coded survey responses for reference and analysis

UMass, Department of Political Science

Amherst, MA

Undergraduate Research Assistant

Fall 2023

- Analyzed and coded articles published by non-governmental organizations about conflict-related sexual violence and gender issues

Marie D. Suozzo PC

Parsippany, NJ

Legal Assistant

Summer 2023

- Composed correspondence, prepared and edited legal documents
- Utilized QuickBooks to maintain an organized and comprehensive timesheet ledger, generated accurate and timely invoices
- Managed various administrative duties including receipt and distribution of mail, inventoried and ordered supplies

Clyne Brownstein Law

Cedar Knolls, NJ

Legal Assistant

Summer 2022

- Conducted legal research, drafted estate and trust documents
- Assisted with filing and archive management, maintained confidentiality of sensitive documents
- Facilitated effective communication with clients, ensured a clear understanding of legal processes and maintained positive relationships

Staples

Morristown, NJ

Print and Marketing Associate

Summer 2022

- Provided exceptional customer service; efficiently produced print jobs including post cards, business cards, posters, and blueprints; processed UPS packages; operated Xerox and HP DesignJet copiers and printers; operated regular and wide format lamination machines

Morristown Partnership

Morristown, NJ

Intern

2018 - 2021

- Interacted with management and local businesses, managed Instagram social media accounts, solicited company owner input for improvement of services, database maintenance

SKILLS/ACHIEVEMENTS

Computer: Experience coding in Python, R, Java, C, and JavaScript/TypeScript; Microsoft Office Suite; Google software; Social Media platforms including Instagram, Facebook, and TikTok; Adobe InDesign and Photoshop

Achievements: Pi Sigma Alpha National Political Science Honor Society, New Jersey State Seal of Biliteracy in Italian, Girl Scout Silver Award